



Office of Human Resources  
Fleet Parts Specialist Supervisor – CJ3289  
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### General Statement of Duties

Performs supervisory duties over employees involved in the purchasing, stocking, and distributing of a variety of automotive and heavy equipment parts, materials and equipment.

### Distinguishing Characteristics

The Fleet Parts Technician Supervisor is distinguished from the Fleet Parts Technician I, II and III by supervisory duties over these employees. It is also distinguished from the Fleet Parts Technician Manager who is responsible for supervising first-level supervisors and managing the performance of the inventory and receiving operations of supplies and materials.

### Essential Duties

Ensure stock and non-stock items are requisitioned, received, and distributed as requested while ensuring that established processes, procedures, and fiscal rules are adhered to.

Ensures repairs performed by outside vendors or via a p-card are tracked and paid in accordance with purchasing and fiscal rules as well as agency rules.

Research and issue a variety of automotive and heavy equipment parts as requested by fleet personnel (i.e. light duty passenger vehicles, excavators, paving equipment, fire trucks, dump trucks, tractor trailers, street sweepers, garbage trucks, etc.)

Perform perpetual inventory daily and complete inventory yearly, ensuring proper inventory for current and projected usage.

Work with vendors to order parts using multiple methods including vendor websites, email, and over the phone interactions. Use purchase orders for contracted vendors, or a city provided purchasing credit card for uncontracted vendors to purchase parts. Ensure purchase orders are filled out completely, warranty information is notated, and part costs are accurately recorded.

Review weekly purchasing card transactions to ensure that transactions are completed accurately and follow established guidelines and ensure transactions are completed within the established timelines.

Generate reports for management tracking usage and value of items received and issued using the basic computer spreadsheet/database software and/or enterprise inventory management software.

Track status of special orders necessary for completion of significant organizational projects.

Interprets City Master Purchase Order contract clauses, sections, and amendments to ensure correct pricing, shipping, overall vendor accountability.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

At the end of the duty statements, please include the following:

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

**Problem Solving**- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

## Knowledge & Skills

Knowledge of ordering and controlling supplies to be able to evaluate and estimate usage rates, storage problems and values

Knowledge of safety practices and precautions to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations

Knowledge of computers, basic spreadsheet/database software and/or enterprise inventory management software.

Knowledge of various automotive and heavy equipment parts and materials.

Working knowledge of automotive, heavy duty and other mechanical equipment.

### **Level of Supervision Exercised**

Supervises two or more employees in a Fleet Stockroom.

### **Education Requirement**

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Five (5) years' experience in in an automotive or heavy-duty equipment repair setting, including parts identification receiving, stocking, issuing and inventory record keeping of automotive and heavy-duty equipment parts, equipment, supplies, or materials, which must have included one (1) year of stock ordering responsibility and purchasing experience.

### **Education and Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure and/or Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Temperature Changes: Variation in temperature from hot to cold when works in the field.

Temperature Changes: Variation in temperature from hot to cold.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Subject to burns and cuts

Personal Safety: aware of surroundings, people, and events.

Occasional pressure due to multiple calls and inquiries.

Noise: Sufficient noise to cause distraction or possible hearing loss.

Handles emergency or crisis situations.

Handles absentee replacement on short notice.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to hot and humid work environment.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to heat temperatures

Potential exposure to hazardous/toxic chemicals.

Potential exposure to dust.

Potential exposure to cold weather conditions (indoor/outdoor)

Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.  
Subject to many interruptions.

### Level of Physical Demands

3-Medium (20 - 50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade: NE-14**

**FLSA Code: N**

**Established Date: 10/18/2020**

**Established By: AD**

**Revised Date:**

**Revised By:**

**Class History:**