

FLEET PARTS SPECIALIST

DEFINITION

Under general supervision, orders, stores and issues a wide variety of stock and non-stock automotive and equipment parts, materials and supplies for repairing and maintaining the City's vehicles and equipment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Orders, receives, unpacks, checks, stocks, delivers, and issues automotive and equipment related supplies, materials, and parts. Contacts local and out-of-state vendors to negotiate purchase and best price for items not in stock. Checks quantity and quality of goods for conformance to purchase orders and requisitions. Maintains stock records, conducts periodic inventories and prepares inventory reports. Follows-up on overdue shipments with buyers, checks stock items for reorder, prepares reorder requests, returns parts for credit. Issues some supplies that are not automotive-related and may perform general inventory computer functions. Operates a pallet jack and forklift, climbs ladders. Measures fuel in underground tanks using a 12' dip stick. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

A Fleet Parts Specialist works within a framework of established procedures, but is expected to develop and implement procedures when necessary for acquiring emergency and special parts, and perform the full range of inventory clerk skills. Adequate performance at this level requires some knowledge of automotive parts and procedures of the automotive industry and the ability to choose among a number of alternatives in solving routine problems.

RECOMMENDED MINIMUM QUALIFICATIONS

Successful completion of one year as Fleet Equipment Technician I or two years paid stock clerk experience, and completion of a one year basic business/inventory training program or two certificates from High School, College, or Trade School indicating successful completion of Automotive Technology classes, or any equivalent combination of education and experience which provides the following knowledge, skills, and abilities:

### DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Automotive storekeeping, inventory, and record keeping methods and procedures; nomenclature, grades, and class of automotive and equipment parts, supplies, and materials.

Ability to: Determine the parts, materials, and supplies needed to repair City equipment; research hard-to-find parts; negotiate with vendors for the lowest prices; perform arithmetic calculations; move heavy stock; communicate effectively in written and oral form; maintain effective working relationships with other employees; prioritize and structure daily work schedule.  
Computer inventory experience desirable.

### Special Requirement

Must possess and keep current a valid California Class C Driver's License.

### Working Conditions

Must be willing to work any shift, weekends, and to be on call on off-duty hours.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a team player who recognizes the importance of obtaining the correct auto parts in a timely and cost-efficient manner and enjoys the challenge of searching until the needed part is found or solving the problem from alternative choices. This dependable individual maintains a cooperative manner and pleasant attitude in demanding situations and is prompt, orderly and precise with inventory and record keeping duties.

Class title established per Council Resolution No. 89-070,  
effective 7-1-89

Reviewed: 10/03  
ADA Approved: 10/03