



PARTS SPECIALIST, LEAD

Department: Planning and Public Works

Job Code: 900700

Pay Range: Maintenance/Trades 15

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: Employees in this class are responsible for overseeing the procurement, storage, issuance and accounting/record keeping of automotive and heavy equipment parts and supplies for the Equipment Services Division of the Planning and Public Works Department.

SERIES CONCEPT: This job class is part of the Parts Specialist series. This class is distinguished from the Parts Specialist 2 class by the greater degree of independent action and judgment required and the requirement to perform "lead" or limited supervisory functions.

ESSENTIAL FUNCTIONS:

- Oversee the physical operation of the warehouse functions; monitor overall effectiveness and implement or recommend changes to increase efficiency and effectiveness.
- Assist in the training and evaluation of Parts Department staff. Schedule, assign and review work. Provide information and assistance.
- Establish optimum inventory levels and re-order points through historical usage, parts availability and pricing. Determine the most cost effective methods of purchasing items.
- Requisition tools, automotive supplies and automotive replacement parts by listing parts numbers, description, quantity and estimated cost.
- Order parts and supplies and purchases such parts and supplies, within the limitations imposed by County guidelines.
- Process warranty claims for parts, administer all contract purchases and assist in the preparation of new contracts.
- Oversee and participate in the inspection of all incoming shipments against invoices, purchase orders and specifications; ensure accuracy of shipments and certifies receipt, and make proper entries on inventory control documents or computerized system.
- Maintain records related to inventory; complete reports to ensure supplies are properly requisitioned and supplied. Oversee and operate a computerized inventory system; ensure accuracy of entries. Review and audit daily and monthly reports.
- Fill central shop orders over the counter and division orders by shipment.
- Conduct periodic physical inventory of stock on hand. Perform monthly physical checks of satellite shop inventories and make recommendations for improvement.
- As authorized, secure oral, telephone or written bids on items not covered by previous contract and for special items such as wire rope and special steel; locate suppliers and secure bids for special purchases; recommend the awarding of a contract.
- Meet with sales people and representatives of automotive parts supply vendors; recommend the purchase of their goods.
- Develop, schedule and maintain a consistent, timely and effective courier service for all ESD shop locations.

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ESSENTIAL FUNCTIONS: (Continued):

- Lift, carry, or move parts, supplies and materials weighing 40 pounds or more.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Maintain orderliness and appearance of the parts storage area.
- May obtain requested parts and equipment from outside vendors and deliver to the requesting shop.
- Perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: This classification is a lead position. Work is performed independently under general instructions from the Equipment Supervisor and is reviewed while in progress or upon completion. Incumbents are expected to perform with a minimum of supervision and to provide assistance and training to the Parts Specialist 1 and 2.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office or shop environment. Work may involve travel to pick up parts from a vendor or to meet with a supplier.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Finger dexterity is required to use and operate a personal computer and related office equipment. Verbal and written communication skills. The use of eye sight to read and interpret the proper operation of parts and equipment. The ability to lift items weighing up to forty pounds on a routine basis. Use of arms, hands, and legs to bend, lift, and carry parts and equipment. The ability to drive to various shop or vendor locations in order to pick up or deliver parts. Work is subject to loud shop noises and around hazardous chemicals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Supply records and storage methods.
- Computerized inventory procedures and techniques.
- Automotive parts catalogues and numbering systems.

Skill in:

- Use of personal computer and related office equipment.

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KNOWLEDGE, SKILLS AND ABILITIES (Continued):

Ability to:

- Use independent judgment.
- Prepare and maintain supply records.
- Make simple arithmetical computations.
- Use a computerized parts inventory program and other office machines.
- Understand and follow written and verbal instructions.
- Understand, interpret, and apply County requisitioning and purchasing requirements and procedures.
- Lift, carry, and move parts and supplies weighing more than 40 pounds.
- Meet required time schedules to pick up and deliver parts at a variety of locations.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Two or more years of experience as a parts clerk, automotive counter worker, or closely related field is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess a valid driver's license or be able to meet the traveling requirements of the position. . Satisfactory physical condition, as evidenced by a county-approved physical examination, may be required prior to appointment