



Fleet Parts Clerk

Category: Classified
Pay Grade: C16
Job Code: 12968

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized automotive, heavy truck, and equipment parts procurement and distribution work supporting a large equipment maintenance and repair operation facility storeroom; assists the Parts Manager in the review of bid specifications and vendor contracts, ordering and receiving inventory, verifying invoices, and maintaining computerized inventory records; receives, stores, and issues a variety of automotive, truck, and heavy equipment parts or supplies; performs research to locate vehicle specific repair parts and equipment up-fitting components.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists supervisor and individuals in the review of bid specifications, vendor contracts, and overall operational planning of the facility storeroom;
- Requisitions specialized orders and/or non-stock items on a regular basis, receives and inspects stock items for conformity with specifications, contacts vendors regarding discrepancies, and stores parts and supplies in accordance with established inventory procedures;
- Reviews vendor contracts and parts catalogs, updates reorder points, initiates orders for regular inventory and supplies as necessary, and researches and orders specialized or non-stock items as needed;
- Collects, analyzes, and verifies parts invoices;
- Maintains close contact with vendors regarding availability of parts and alternative sources of supply;
- Initiates orders for regularly stocked parts and supplies as necessary and researches and orders specialized or non-stock items as directed;
- Maintains equipment parts inventory and assists in conducting annual or special inventories of stock;
- Operates light trucks, picks up and delivers parts and stock orders, and performs general repair and custodial duties in parts storeroom/areas;
- Performs computer data entry of inventory received, stock issues, and parts transactions;
- Requisitions parts and supplies needed to maintain proper inventory levels;
- Procures non-stock items for non-contract vendors through the use of the County purchasing card and reconciles statements of procurements; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of experience directly related to automotive parts requisition, receipt, storage, or issuance; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of warehousing methods and techniques for efficient shipping and receiving practices, purchasing and requisition procedures, and safe work practices to be used in a parts storeroom;
- Knowledge of automotive, small gasoline engine, heavy equipment, specialized heavy truck and auto body parts;
- Ability to operate a personal computer and other automated equipment to enter and retrieve inventory records and invoice information;
- Ability to organize, assign, and evaluate the work of storeroom personnel;
- Ability to establish and maintain effective working relationships with superiors, subordinates, automotive repair personnel, and vendors;
- Ability to research parts supply catalogs matching parts descriptions with correct order numbers;
- Ability to endure long periods of standing, walking, and working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects;
- Ability to use small office equipment and computers.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.