



Office of Human Resources
Fleet Parts Specialist I – CJ3286
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General Statement of Duties

Performs entry level Stockroom duties which includes verifying heavy equipment and automotive parts, stocking shelves, pick-up and delivery of parts and maintaining cleanliness of various areas of the distribution center.

Distinguishing Characteristics

The Fleet Parts Technician I is distinguished from the Fleet Parts Technician II which performs intermediate level stockroom duties on automotive and heavy equipment parts. This includes ensuring adequate stock of materials, parts, supplies and maintaining inventory control systems.

Essential Duties

Verifies fleet vehicle parts being transferred from distribution center to other storerooms by confirming that part numbers, and quantity is correct.

Ensures all part orders are picked up from vendors accurately and completely by comparing vendor invoices to requests and makes sure all parts have been billed, quantity is correct, and tax has not been charged.

Unpacks, inspect and verify quality and quantity of parts received against a packing list or invoice.

Performs daily inventory counts on any stock parts pulled and put away to ensure a constant up to date and ensures inventory is accurate.

Picks up and delivers part transfers and vendor pickups to storerooms as well as pick up all returns and paperwork from storerooms and return to vendor or distribution center.

Maintains security, orderliness, and cleanliness of distribution center, storerooms, storage areas, and city vehicle.

Performs pre-trip and post trip inspections of vehicle at the beginning and end of shift to ensure vehicle is in proper working order, and there is no damage to the vehicle.

Assists with projects in distribution center and department wide (i.e. assembling shelving, moving stock part locations, label aisles and shelf locations, etc.)

Operates a forklift, and use various tools including pallet jacks, carts, and dollies for movement and storage of stock and special-order items.

Stocks shelves in distribution center and various other storerooms across the city.

Monitors inventory levels and accuracy at unstaffed locations and reports back any discrepancies

Performs other related duties as assigned.

Any one position may not include all 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

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes to be able to monitor received and missing items.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Skill in using a forklift.

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

One (1) year of stockroom experience in automotive or light/heavy-duty equipment repair, including parts identification receiving, stocking, issuing and maintaining inventory records of automotive and heavy-duty equipment parts and equipment.

Education and Experience Equivalency

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

Licensure and/or Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Working Environment

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

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Subject to: Traffic, roadways, and pedestrians.

Subject to varying and unpredictable situations.

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)

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.

Subject to many interruptions.

Level of Physical Demands

4-Heavy (50 - 100 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 100 pounds from one level to another.

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

Pushing: Exerting force upon on 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

Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-613

FLSA Code: N

Established Date: 10/18/2020

Established By: AD

Revised Date:

Revised By:

Class History: