

SENIOR PARTS AND SUPPLY SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Senior Parts and Supply Specialist is responsible for providing leadership in planning, assigning, directing the receipt, storage, distribution of parts and supplies, including bulk coolant and lubricants at an assigned location. Additionally, incumbents are responsible for the reconciliation of all warranty issues at their assigned location. Incumbents are responsible for supervising Parts and Supply Specialists at an assigned location. In addition, incumbents may also supervise a Parts and Supply Assistant. This class is also responsible for performing related duties as required.

Distinguishing Features: A Senior Parts and Supply Specialist is responsible for helping to establish, implement, and enforce division policies and procedures for the receipt, storage, and distribution of parts, supplies, and equipment. Additionally, this class is responsible for ensuring the accuracy of the inventory at all times and assisting in the annual inventory audit, including reconciliation of any problems found. This class is distinguished from the Parts and Supply Specialist class by the responsibilities related to supervision, including preparing performance appraisals. This class receives general supervision from the Fleet Services Administrator who reviews work through conferences, reports, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. A minimum of three years full-time work experience in auto parts inventory control and supervision.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. College coursework in management, inventory control, and computer science is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, subordinate-level employees, coworkers, and vendors to order and receive parts, issue the correct parts to mechanics, and establish and maintain effective working relationships. Makes recommendations for the disposal of obsolete items. Instructs and trains newly hired subordinates. Prepares written inventory reconciliations, billing information, performance appraisals, etc.

Manual/Physical: Maintains an automated parts and tools inventory. Verifies issued and returned parts to ensure accurate inventory balances. Identifies parts and parts substitutes. Performs physical inventories. Monitors and maintains coolant and lubricant inventories. Coordinates with maintenance and management to establish an inventory of parts to be stocked. Inspects and reviews parts and computer-generated reports to monitor operation effectiveness and efficiency and to determine compliance with operating procedures. Operates a personal computer (PC) to receive, issue, and check

parts status, as well as other inventory information. Prepares invoices for payment (IFPs) to the proper accounts. Retrieves parts on elevated shelves (up to ten feet high). Moves heavy objects (up to 50 pounds) for distances of up to 20 feet in performing stocking and issuing functions. Works with cleaning fluids and other chemicals which are regular stock items. Coordinates with the Fleet Services Administrator for the disposal of obsolete parts.

Mental: Supervises, organizes, and prioritizes the work of receiving, storing, controlling, and issuing parts, equipment, and supplies at an assigned location. Coordinates with the Equipment Management Administrator to resolve procedural, operational, and other work-related problems affecting a specific parts room. Conducts research and analyzes data in maintaining an accurate inventory. Analyzes inventory usage and establishes stock balances to meet requirements. Provides input and assistance in the development of inventory procedures. Performs mathematical calculations in the payment of invoices and balance of coolant and lubricant inventories. Learns job-related material in classroom settings and through on-the-job training.

Knowledge and Abilities:

Knowledge of:

the methods, materials, equipment, and operation of a general automotive parts and tools inventory;
the fiscal control procedures related to parts inventory;
the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment;
computerized coolant and lubricant monitoring methods;
automated inventory systems;
the maintenance of inventory control procedures;
warehouse safety equipment, practices, and procedures; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

supervise employees performing tasks related to receiving, storing, controlling, and issuing materials and supplies;
monitor the coolant and lubricant inventories;
organize facilities to meet fluctuating and unusual demands;
exercise sound judgment and technical knowledge in the ordering and purchasing of supply parts and materials in accordance with actual needs; and
perform the physical requirements of the class.

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EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 43

SECURITY-No

CDL-No

IND-8380

SWORN-No