

PARTS AND SUPPLY SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Parts and Supply Specialist requisitions, receives, stocks, issues, and inventories parts, tools, equipment, and supplies in a parts and equipment storeroom warehouse. The Fire Resource assignment duties also include issuing fire apparatus, medical supplies (excluding drugs), and other station equipment. Employees in this class are responsible for charging out parts and issuing tools as well as maintaining an adequate stock of parts and supplies in inventory. Additional duties include maintaining computerized parts, equipment, and supplies inventory system; and performing minor equipment maintenance and repair duties. This class is also responsible for performing related duties as required.

Distinguishing Features: Work is performed in accordance with standard policies and procedures. General supervision is received from an Administrative Coordinator, Parts and Supply Supervisor, or Senior Parts and Supply Specialist, who evaluate performance through the observation of work in progress and on the basis of reports, conferences, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Two years full-time experience ordering service-related parts and supplies, performing service-related parts and supplies inventory, warehousing duties, or automotive parts counter duties.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience maintaining computerized inventory systems, performing general clerical accounting functions, as well as supplemental coursework in materials management, computer science, or inventory control are preferred. Experience related to the assignment area is also preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with vendors, factory parts representatives, and coworkers in ordering and receiving parts; stocks maintenance levels; processes Return Material Authorization (RMA) requests; assesses and responds to supply needs and alternate materials; and issues correct parts, supplies, and equipment. Communicates with vendors to obtain accurate delivery dates and RMAs for repairs/returned parts. Accurately describes parts, equipment, or supplies after receiving a verbal description, sketch, or example. Offers suggestions on substitute parts. Prepares written purchase orders, parts specifications, status reports, and inventory records. In the absence of a supervisor, gives verbal instructions to subordinate employees (*by assignment*).

Manual/Physical: Enters data or information into a personal computer (PC) to maintain a computerized inventory system to issue, post, retrieve, and research parts inventory data. Develops and maintains an on-line catalog and forms on the Lotus Notes system for ordering supplies (*Fire Resource assignment*). Inspects parts and other stock items for conformance to specifications. Maintains adequate stock levels of parts and stock supplies. Orders parts and supplies through purchasing personnel. Stores stock items in bins or shelves and sets up locations for new parts. Reaches parts on elevated shelves. Performs periodic, special, or perpetual physical inventories for special projects, inventory integrity, and ordering specifics. Uses a supply catalog and locates the supply sources which offer the best prices and service. Inspects parts and other stock items to ensure conformance to specifications and standard operating procedures. Sorts and files invoices, receipts, etc. Types and performs light clerical tasks. Obtains proper authorizations and maintains accurate and legible records of parts issued, received, and stored. Properly unloads and checks incoming merchandise for accuracy against packing slips and purchase orders. Stocks items using proper safety equipment. Processes incoming bills, supplies, and repair parts. Moves heavy objects ranging from 50 to in excess of 100 pounds for distances of up to 30 feet with the assistance of a cart, hand truck, or other aid in performing stocking and issuing functions (*by assignment*). Works at heights of ten feet or more to stock and retrieve inventory. Prepares items for shipping in order to return parts for credit or repairs. Prepares items for shipping in order to supply fire stations (*Fire Resource assignment*). Assigns equipment to special projects or Responsibility Centers (RCs) and ensures equipment, parts, and/or supplies are issued for proper use. Prepares Disposal Forms on inventory deemed obsolete or beyond repair. Ensures inventory is separated, tagged for non-use, and sent to the appropriate area for disposal. Works with cleaning fluids and other chemicals which are regular stock items. Cleans work area. Meets scheduling and attendance requirements.

Mental: Determines the items to be maintained as regular stock. Comprehends and makes inferences from written material, such as: supply catalogs to locate supply sources which offer the best prices and services, parts books and schematics to order the correct parts and supplies, and parts and supplies requisitions and computer reports. Evaluates projects, usage, and computer data to make recommendations regarding parts and supplies inventory, vendor usage, and minimum stock levels to maintain. Evaluates open purchase orders against budget line items and ensures equipment is assigned to the proper RC. Learns job-related material regarding parts, supplies, and equipment related to the assignment area and computer data input and retrieval through on-the-job training. Also learns job-related material in a classroom setting regarding computer software programs such as: computerized inventory systems, Access, Excel, and Word.

Knowledge/Skill/Abilities:

Knowledge of:

computerized inventory control systems and procedures;
storage and warehousing methods and practices;
records maintenance and simple bookkeeping procedures;
computerized inventory control systems and software applications;
parts, tools, equipment, materials, and supplies related to the assignment area;
basic computer skills and the use of an electronic calculator;
warehouse and/or storeroom safety equipment, practices, and procedures; and
maintenance and repair methods and practices related to the assignment area.

Skill in the care and safe operation of equipment used in transporting and storing parts and supplies.

Ability to:

analyze inventory systems and procedures accurately;
prepare and generate computerized inventory-related reports;
perform physical inventories of stock items;
maintain a neat and orderly warehouse stockroom;
maintain adequate stock levels of parts, supplies, and equipment;
maintain a computerized inventory control system;
maintain accurate records of parts, supplies, and equipment issued, received, and stored;
identify parts and recommend parts substitutes;
move medium-to-heavy parts, supplies, and equipment;
perform moderate-to-heavy physical labor; and
establish and maintain effective working relationships with management, other City employees, coworkers, suppliers, and local vendor representatives.

The duties listed above are intended only as general illustration of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 3/22

NF/lb/co

CS3773.DOCX

EEO-S/M

JOB FCTN-GEN

INCREMENT 64-200

PAY GRADE: 45

IND-8380

SWORN-No