

PARTS AND SUPPLY SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Parts and Supply Supervisor works in either the Fire and Medical Department or Fleet Services Department.

Fire and Medical Assignment: The Parts and Supply Supervisor in the Fire and Medical Department oversees Fire and Medical's parts, equipment, and supplies storeroom and inventory; the stationary and mobile storerooms and inventory for significant or catastrophic incidents; and the delivery of supplies, mail, and turnouts to facilities, stations, and emergency scenes. The Parts and Supply Supervisor in Fire and Medical supervises Parts and Supply Specialists and/or Assistants, who locate, requisition, receive, and distribute parts, equipment, and supplies to fire maintenance and other personnel; pick up turnouts for cleaning and return to fire personnel; maintain appropriate stock levels for items and distribute items with limited shelf lives accordingly; maintain computerized inventories and conduct perpetual, periodic, and special inventories; and maintain detailed records of items purchased with grant funds to comply with the grant requirements for the use and disposal of items. The Parts and Supply Supervisor in Fire and Medical also orders/requisitions and schedules deliveries for fuel and oil; tracks the recertification requirements for personal protective equipment and related meters, notifies personnel of requirements, and coordinates with vendors as needed; serves as Fire and Medical's administrator for the inventory control software used Citywide and as the liaison with the Information Technology Department; coordinates the fire extinguisher maintenance for City departments; and may provide direct or functional supervision for Fire and Medical Pre-Recruits, temporary agency workers, and/or employees on transitional work assigned to the parts and supply areas. This class is also responsible for performing related duties as required.

Fleet Services Assignment: The Fleet Parts and Supply Supervisor manages the daily operations of the Parts area within Fleet Services that is responsible for providing specialized parts for repairs of all citywide (excluding the Fire and Medical Department) vehicles and equipment. This includes supervising Parts and Supply Specialists and Senior Parts and Supply Specialist in two Fleet Services parts rooms (east side and west side shop) over three shifts; managing inventory levels to include analyzing needs, reconciling perpetual inventories, planning for future inventory, and conducting an annual inventory audit; managing the parts process to include overseeing the ordering, and usage of parts, reviewing and approving requisitions for special order parts, and reviewing vendor bids; working with vendors in reviewing new products and evaluating their effectiveness; and managing parts benchmarks for the department. This class is also responsible for performing related duties as required.

Distinguishing Features: The Parts and Supply Supervisor supervises Senior Parts and Supply Specialist, Parts and Supply Specialist and/or Parts and Supply Assistant positions, and may provide direction and informal supervision for temporary agency workers, employees on transitional work, and/or Fire Pre-Recruits assigned to the parts and supply areas. The Fire and Medical Parts and Supply Supervisor receives general supervision from the Fire Maintenance and Resource Superintendent who reviews work through reports, conferences, observation of work in progress, and overall results achieved. The Parts and Supply Supervisor receives general supervision from the Fleet Support Services Administrator who reviews work through reports, conferences, observation of work in progress, 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. Considerable (3 - 5 years) experience in ordering and purchasing automotive parts. Good (1 - 3 years) experience in supervising automotive parts storage and inventory control functions.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Supervises Senior Parts and Supply, Parts and Supply Specialists, and/or Parts and Supply Assistants. Provides direct or functional supervision for temporary agency workers, employees on transitional work, and/or Fire Pre-Recruits assigned to the parts and supply areas. Communicates with management, employees, and vendors to locate, requisition, receive, and distribute parts, equipment, and/or supplies to maintenance and other personnel as needed and to establish and maintain effective working relationships. Instructs and trains subordinates regarding Fleet Management Parts module, work processes, and procedures (Fleet). Reports benchmark information for parts and supply areas to management and employees. Responds to questions regarding the suitability of parts, equipment, and/or supplies as needed. Accurately describes parts or other items after receiving a description, sketch, or example as needed. Requisitions and schedules deliveries for fuel and oil (Fire and Medical). Communicates with employees and the Information Technology Department as administrator for the inventory control software (*Fire and Medical Assignment*). Communicates with employees regarding recertification requirements for personal protective equipment and related meters, and coordinates with vendors as needed (*Fire and Medical Assignment*). Coordinates the fire extinguisher maintenance for City departments (*Fire and Medical Assignment*).

Manual/Physical: Maintains computerized inventories and prepares reports. Reviews packing slips and approves invoices for payment for parts, equipment, and supplies. Maintains equipment cost data from the computer system, specialty item cost data, and vehicle warranty programs. Requisitions and/or orders, receives, and distributes parts, equipment, and supplies to maintenance and other personnel as needed. Maintains and stores stock items and sets up new part locations as needed. Uses a supply catalog to locate supply sources that offer the best prices and services. Uses parts books and schematics to order the correct parts and supplies. Enters data or information into a personal computer to maintain a computerized inventory system. Inspects parts and other stock items for conformance to specifications. Reviews actual physical stock items, as well as the work of subordinate-level employees to verify and ensure the accuracy and correctness of the quantity and quality of stock. Monitors storeroom working conditions to ensure compliance with appropriate product storage and general warehousing safety procedures and standards. Reviews computer screen and printouts to ensure appropriate stock levels are maintained. Moves heavy boxes of supplies or repair parts for distances of up to 30 feet to stock shelves using a lifting aid as appropriate. Works at heights of greater than ten feet in stocking and retrieving stock items from shelves as needed. Maintains detailed records of items purchased with grant funds to comply with the grant requirements for the use and disposal of items (*Fire and Medical Assignment*).

Mental: Supervises, directs, evaluates, and assigns the work of the Senior Parts and Supply Specialist, Parts and Supply Specialists, and/or Parts and Supply Assistants who are responsible for locating, requisitioning, receiving, and distributing parts, equipment, and supplies. Supervises the delivery of equipment, supplies, mail, fuel, and equipment to stations and/or emergency scenes (*Fire and Medical Assignment*). May provide direct or functional supervision for temporary agency workers, employees on transitional work, and/or Fire and Medical Pre-Recruits assigned to the parts and supply areas. Ensures appropriate stock levels are maintained and items with limited shelf lives are distributed accordingly. Plans and directs perpetual, periodic, and perpetual inventories. Oversees the pickup of turnouts for cleaning and return to fire personnel (Fire and Medical). Assists the in preparing the budget for parts, equipment, and supplies. Assists other department responsibility centers in preparing their supply budgets (*Fleet Assignment*). Tracks benchmarks for the parts and supply areas, identifies areas for improvement, and takes appropriate action. Comprehends and makes inferences from written material, such as parts and supplies requisitions and computer reports. Complies with grant requirements for the use and disposal of items (*Fire and Medical Assignment*). Analyzes computer data to make recommendations regarding inventory usage and stock levels. Learns job-related material regarding purchasing procedures, computer data input and retrieval, etcetera, through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

methods and operation of materials, equipment, supplies, parts, and tools inventories;
modern storekeeping methods, practices, and procedures;
computerized inventory control systems;
vehicle maintenance and repair methods and practices;
automotive and/or heavy truck parts;
budget principles and practices;
fire suppression supplies, emergency medical supplies, and tactical rescue equipment;
suppression equipment for safety inspections;
warehouse safety equipment, practices, and procedures; and
methods and practices of employee supervision, training, and evaluation.

Ability to:

supervise and maintain organized parts, supplies, and equipment inventory storerooms;
effectively supervise personnel;
maintain accurate and legible records of parts issued, received, and stored;
order and purchase or requisition parts and supplies to maintain adequate stock levels;
identify parts and recommend parts substitutes;
use a personal computer to post, retrieve, and research parts inventory data and monthly fuel usage;
maintain appropriate stock levels for items and distribute items with limited shelf lives accordingly;
maintain computerized inventories and conduct perpetual, periodic, and special inventories;
track benchmarks for the parts and supply areas, identify areas for improvement, and take appropriate action;
maintain detailed records of items purchased with grant funds to comply with the grant requirements for

the use and disposal of items (*Fire and Medical Assignment*); and establish and maintain effective working relationships with management, subordinates, and other City employees, and factory parts and local vendor representatives.

The duties listed above are intended only as general illustrations 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.

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EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 45

SECURITY-No

CDL-No

IND-8380

SWORN-No