

## LEAD PARTS AND SUPPLY SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Lead Parts and Supply Specialist provides lead supervision over a Parts and Supply Specialist and participates in the day-to-day work activities within the Communications Department or Mesa Fire and Medical Department (MFMD) warehouse. Lead responsibilities include: giving and receiving instructions; delegating tasks; ensuring safety guidelines are adhered to; handling problem resolution; and providing training as needed. Additional duties include: requisitions, receives, stocks, and inventories communications parts, tools, and supplies in the communications part's storeroom warehouse. The employee in this class is responsible for charging out parts and issuing tools to communications technicians and maintaining an adequate stock of parts and supplies in the warehouse. In addition, the incumbent performs a variety of clerical and computer-related tasks in maintaining parts records and files, and in contacting vendors for part delivery dates. This classification also performs related duties as required.

**Distinguishing Features:** Work is performed in accordance with standard policies and procedures. This class performs all of the duties of the Parts and Supply Specialist class; however, is distinguished from this classification by the lead supervision responsibilities. This class is supervised by the Communications Administrator, Parts and Supply Supervisor in the MFMD, or designee who reviews work 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.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Two years full-time experience ordering service-related parts and supplies, performing service-related parts and supplies inventory, or warehousing duties. A minimum of one year with the City of Mesa as a Parts and Supply Specialist will also be considered qualifying.

**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 controls are preferred. Experience related to the assignment area is also preferred. Some (6 months - 1 year) lead supervisory experience is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with vendors and coworkers in receiving parts, stock maintenance levels, Return Material Authorization (RMA) requests, supply needs, and alternate materials. Communicates with vendors to obtain accurate delivery dates and RMAs for repairs/returned parts. Prepares an Open Purchase Order report to inform users of part/equipment delivery dates. Communicates with Finance to ensure proper inventory receives City Tags, is assigned to proper location, or is added to existing City Tag.

**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. Processes Limited Purchase Orders (LPOs) and forwards paperwork to accounts payable. 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, ordering specifics, and City Tag locations. Assigns Communications Maintenance System (CMS) Tag Numbers (Communications Property Tags) and maintains a log of all numbers to ensure proper computer maintenance. 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 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. 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. 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. 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, and parts books to order the correct parts and supplies. Evaluates projects to ensure necessary parts are ordered or substitutions found in inventory. Evaluates usage to maintain adequate stock levels on parts and supplies. Evaluates open purchase orders against budget line items and ensures equipment is assigned to the proper RC and vehicles. 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:

supervise the parts room in a lead capacity;  
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 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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JOB FCTN-GEN

INCREMENTS 67-200

PAY GRADE: 47

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