



PARTS SPECIALIST 2

Department: Planning and Public Works

Job Class: 900300

Pay Range: Maintenance/Trades 06

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all of the duties performed within the job.

GENERAL FUNCTION: Employees in this class are responsible for the procurement, storage, issuance and accounting/record keeping of automotive and heavy equipment parts and supplies for the Equipment Rental and Revolving Division of the Planning and Public Works Department.

SERIES CONCEPT: The job series consists of three levels. The Parts Specialist 2 is the second level classification. This class is distinguished from the Parts Specialist 1 class by the requirement to learn and apply County requisitioning and purchasing requirements and procedures, and by the degree of independent judgment required to perform the duties of the position.

ESSENTIAL FUNCTIONS:

- Requisition tools, automotive supplies and automotive replacement parts by listing parts numbers, description, quantity and estimated cost.
- Research vendors' product quality and price in order to assist the Parts Specialist III in determining the most cost effective products.
- As authorized, write field purchase orders for parts and supplies to be purchased locally and locates and purchases such parts and supplies.
- Participate in the inspection of all incoming shipments against invoices, purchase orders, and specifications; ensures accuracy of shipments and certifies receipt; logs items received on appropriate inventory control documents and in computerized parts system.
- Maintain proper inventory levels as established by the Parts Specialist Lead. May assist in the establishment of optimum inventory levels.
- Fill central shop orders over the counter and division orders by shipment.
- Maintain records related to inventory; completes reports to ensure supplies are properly requisitioned and supplied; audits for accuracy of manual and electronically stored inventory data; reviews monthly reports for accuracy.
- As authorized, secure oral, telephone or written bids on items not covered by previous contract and for special items such as wire rope and special steel; locates suppliers and secures bids for special purchases; recommends the awarding of a contract.
- Meet with sales people and representatives of automotive parts supply and machinery supply vendors; recommends the purchase of their goods.
- Assist with training and directing the Parts Specialist 1. May schedule work and provide guidance and direction, as authorized.
- Operate trucks and equipment such as forklift and overhead crane to move and store inventory.
- In the absence of the Parts Specialist Lead, may assume his/her duties.

OTHER JOB FUNCTIONS

- May obtain requested parts and equipment from outside vendors and deliver to the requesting shop.
- Maintain orderliness and appearance of the parts storage area; assigns shop duties.
- May perform minor repairs to tools and related equipment.
- Perform other duties as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Supervision is by the Equipment Services Supervisor, with the Parts Specialist, Lead providing daily direction and reviewing work either in progress or upon completion.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed primarily in a shop or office environment on a daily basis. Work may require travel to pick up or deliver parts through out the County.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. The physical activities include the use of finger dexterity to use and operate a personal computer and related office equipment. The use of eye sight to read and interpret proper usage and storage of parts and equipment. Lifting items weighing 50 pounds or more on a routine basis. Driving to various work sites or shop locations. Use and operation of a fork lift or crane is required. The incumbent may be exposed to loud noises while working in a garage or from large construction equipment and vehicles.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Supply records and storage methods.
- Automated Inventory procedures and techniques.
- Automotive parts catalogues and numbering systems.

Skill in:

- Use and operation of a personal computer and an automated purchasing/inventory system.

Ability to:

- Use independent judgment.
- Prepare and maintain routine supply records.
- Make simple arithmetical computations.
- Follow written and verbal instructions.
- Operate equipment such as trucks, forklifts and cranes.
- Use a computerized parts inventory program.
- Learn and apply County requisitioning and purchasing requirements and procedures.
- Meet required time schedules to pick up and deliver parts at a variety of locations.
- Provide direction and orientation to lower level staff.
- Lift, carry, or move parts or equipment weighing 50 pounds or more.
- Maintain regular, predicable, and punctual attendance during regular scheduled work hours at assigned site.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: One or more years of experience as a parts clerk, automotive counter worker, or closely related field. Satisfactory physical condition, as evidenced by a county-approved physical examination, may be required prior to appointment.

SPECIAL REQUIREMENTS: Must possess a valid driver's license or be able to meet the traveling requirements of the position.