



# City of Tempe

## FLEET PARTS SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	145	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Parts Specialist
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Fleet Parts Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in storekeeping or related work involving the selection, purchasing, storage, and issuing of a variety of fleet materials and supplies.
<i>Education:</i>	High school diploma, GED, or equivalency. Additional coursework in bookkeeping or accounting is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● Automotive Service Excellence (ASE) certification is preferred.</li> </ul>
<i>Additional:</i>	Possession of a complete set of mechanic hand tools at time of hire.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values, to perform a variety of advanced level technical duties involved in the purchase and maintenance of fleet parts, tools and shop supply inventory.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Purchase fleet parts, tools and related supplies from contract and non-contract vendors.
- Review order requests and discuss any unusual specifications; obtain price quotes, review comparisons; place orders using purchase orders, procurement cards, or petty cash, and arrange for deliveries and pickups.
- Maintain contact with vendors; keep informed of new products; develop new sources of supply; evaluate vendor performance; assist in the preparation and evaluation of fleet parts contract.
- Answer questions and provide information to the public and other departments; investigate complaints and recommend corrective actions necessary to resolve complaints.
- Receive, store and issue equipment, supplies and parts; charge proper department or vehicle for equipment, supplies and/or parts; issue tools and maintain their condition; issue and track vehicle keys.
- Verify incoming shipments for appropriate quantity and quality; receive, unpack and check quantity of items received against invoices and specification; inspect all items; stock shelves with supplies.
- Maintain adequate stock levels and records on all materials; participate in scheduled inventories; prepare requisitions for stock replacement to maintain minimum stock levels; prepare final invoices in PeopleSoft and forward to Accounting.
- Return damaged, warranty or incorrect parts to vendor; process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate.
- Prepare and maintain statistical reports and a variety of records including reference resource catalogs, vendor and purchase lists, contract information, and other records and files related to the parts service area.
- Prepare service orders; obtain all pertinent information; refer to parts manual to determine correct parts and numbers; produce computer generated work orders, as required.
- Monitor, receive, process and dispatch radio road calls and messages from various vehicles; coordinate wrecker service for disabled city vehicles.
- Perform a variety of general clerical, accounting, and related work; operate computer terminal and peripheral equipment as well as standard office machines and related equipment in the performance of assigned duties.
- Assist in maintaining accurate repair and operating costs on all automotive vehicles and equipment; assists in preparing reports on consumption of stock and related matters.
- Operate a forklift, van, and truck.
- Perform related duties as required.

**When Assigned as Parts/Fleet Liaison:**

- Receive and schedule vehicles and equipment in need of preventative maintenance and repair; create work orders, record vehicle mileage and equipment hours; record labor hours provided by Fleet Technicians; ensure customer work request forms are complete with contact information, work requested and vehicle condition information; ensure all work orders are posted within timeline established by Fleet Division procedures and guidelines and all supporting documentation is complete.
- Consult with technical staff to identify repairs needed and estimate time needed to complete repairs; and check vehicle warranty status.

- Estimate downtime of vehicles and equipment based on shop workload and communicate vehicle/equipment status information to vehicle operator and/or department representative.
- Respond to questions and/or complaints from vehicle operator or department regarding work performed on vehicle in order to resolve problems or update user on status of job.
- Ensure information in the fleet management database is current and complete when work orders are being inputted; report incomplete entries to the Fleet Manager.
- Schedule vehicle/equipment repairs and preventative maintenance according to established procedures and guidelines.
- Schedule and coordinate maintenance and repair jobs with appropriate vendors and dealers in order to expedite work and maximize benefits of warranties and service contracts including collision/body repairs and warranty repairs.
- Schedule requests for road maintenance and tire services.
- Order parts from contracted City vendors as needed.
- Maintain records of work performed, parts used and time worked; manage records and maintain files related to vehicle and maintenance records, and discrepancies forwarded to the Fleet Manager.
- Assist with all shop operations, including all customer service requests when technical staff are not available.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles, (i.e. car, van, pick-up truck, etc.);
- Use power tools (i.e. power cut-off saw and bench grinder);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.)
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Operate city equipment (i.e. forklift);
- Move, detach, carry, lift, organize inventory, parts removal and replacement in inventory etc.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective May 2006</i>  <i>Revised March 2011 (added ASE certification is preferred)</i>  <i>Revised December 2011 (added "when assigned to Parts/Fleet Liaison")</i>  <i>Revised December 2016 (added physical/mental activities)</i>  <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)</i></p>