

PARTS & INVENTORY TECHNICIAN

MAJOR FUNCTION

This is a position that assists in the procurement and inventory of a wide variety of fleet and fire rescue automotive, heavy equipment, and rescue gear and apparatus supplies, materials and parts. Inventories include, but are not limited to, preventive maintenance functions, refurbishment materials and kits, replacement components, and other items specific to the department of assignment.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Conducts parts and materials use historical tracking for the purpose of ensuring proper inventory and supply levels at all times.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders.
- Performs records management functions associated with inventory tracking.
- Unloads supplies and materials; stocks supplies in appropriate areas; operates a County vehicle to pickup and deliver parts and materials.
- Develops and maintains effective working relationships with outside vendors, internal departments and co-workers.
- Assists in the maintenance of computerized inventory; ensures parts/supplies are properly charged to shop work orders.
- Assists in reconciling inventory of stock materials, parts and supplies
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service

PARTS & INVENTORY TECHNICIAN

is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Graduation from high school or equivalent; with a minimum of one year experience in inventory and purchasing in an automated records management environment; or an equivalent combination of training and experience.

Licenses

Valid Florida Driver's License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers and employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Can explain records.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Strong organizational skills, and the ability to communicate clearly and concisely both orally

PARTS & INVENTORY TECHNICIAN

and in writing.

- Willing to cross train within the department.
- Considerable knowledge of automotive tools, fluids, parts, supplies and related materials used in the preventive care, refurbishment, and repair of automotive vehicles and equipment.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Working knowledge of the practices and methods of automotive mechanics.
- The ability to access, input, and retrieve information from the computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: inventory management equipment, computer, calculator and other general office machines.

PHYSICAL DEMANDS

While performing the duties of this position, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell, and lift up to fifty pounds; will regularly stand and walk, and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, and color vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions. The noise level will be loud.

Established: 10/01	Category: 7
Pay Grade: 7	Status: NE
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