

PARTS ROOM MANAGER

CODES/PAY RANGE

Class Code: 2416

EEO Code: E

Pay Range: 210

MAJOR FUNCTION

Highly responsible, supervisory work in obtaining, managing, and implementing constant inventory of all types of parts for automotive, construction, and heavy equipment and repair services of same in a parts room for a large equipment maintenance facility.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews specifications used in a basis for bids on automotive parts and general supply commodities.

Obtains competitive bid quotations from vendors. Keeps file of vendors to whom bids have been sent and records bids. Checks vendor/supplier prices and approves invoices on purchase orders. Schedules delivery dates. Approves invoices for payment. Follows up on back ordered or delayed deliveries.

Seeks other sources for hard to get parts.

Maintains inventory system for parts and supplies. Maintains current parts books, vendor price lists, and related literature.

Supervises parts room operations and parts personnel and manages operation and staff for efficient productivity.

Monitors inventory system for obsolescence of parts and for new parts and supplies that need to be placed into the parts system.

Obtains parts from sources other than selling dealers or manufacturers.

Interprets, monitors and evaluates monetary cost expenditures and recommends changes and adjustments for effective Parts budgeting operations.

Keeps and maintains adequate parts for maintenance shops.

(Parts Room Manager continued)

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of purchasing methods and procedures for automobiles and heavy equipment parts and commodities. Knowledge of automotive parts room and inventory procedures. Knowledge of the manufacturing and distributing system for obtaining parts. Knowledge of all kinds of parts and their functions for automobiles and heavy trucks and light and heavy equipment and off-road equipment.

Ability to seek out vendor sources and to follow up to obtain quick deliveries. Ability to ascertain and maintain adequate inventory of all types of parts and supplies for the equipment in the fleet. Ability to manage a large parts room using computerized systems. Ability to write legibly and neatly on documents and forms. Ability to maintain records and files. Ability to supervise and manage effectively. Ability to establish effective working relationships with county employees, fellow workers, and outside vendors and suppliers.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and four (4) years of progressively responsible experience in the area of buying and dispersing parts for automotive, light and heavy trucks and equipment, and construction equipment, one (1) year of which is at a supervisory level.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Medium to heavy work. Ability to lift (50 lbs.), carry, pull, push, see, grasp, handle, reach, finger dexterity, climb.

Environmental Demands: Inside work. Exposure to dust, fumes, chemicals, odors, noise.

Mental Demands: Ability to read and comprehend technical and operational manuals and instructions, reports, financial reports, spreadsheets, invoices, safety instructions, letters, and summaries. Ability to write evaluations, summaries, letters, procedures, and policies. Ability to perform general mathematical functions. Ability to speak clearly and concisely relaying information, data, and details to others. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.