

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parts & Inventory Technician</u>
Sch & Grade	<u>CTL-6</u>
Class Code	<u>FB22</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Identifies, obtains, stores, accounts for, and distributes a wide variety of parts and other supplies utilized for specialized and complex heavy machinery, automotive and diesel equipment.

SUPERVISION:

Under the direct supervision of the Parts and Inventory Supervisor; assists in providing direction to the Parts and Inventory Clerk position.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews and processes work orders from mechanics and other employees regarding the use of parts and supplies. Records usage using both manual and computerized record keeping.
2. Completes the required bidding process for the purchase of parts and supplies including the preparation of necessary paperwork.
3. Orders parts and other supplies as needed for specific repair and maintenance jobs. Identifies and recommends items that need to be placed on stocking status.
4. Coordinates a variety of tasks simultaneously such as reviewing and processing work orders, handling in-person parts requests, and completing phone inquiries to vendors.
5. Meets and discusses parts and supply information with vendors. Stays current on industry parts standards.
6. Reads and interprets a variety of information relating to parts.
7. Completes and maintains required records.
8. Checks incoming shipments of oil and gasoline for verification of type and grade ordered; assists in maintaining city gas pumps at city-owned fuel sites.
9. Maintains stock room, and parts contained therein, in good working order.
10. Travels to off-site locations to acquire parts and meet with vendors as needed.
11. Identifies and locates from stock and outside sources parts and supplies to fill customer needs.

IMPORTANT FUNCTIONS:

1. Cleans work area, picks up parts, answers phone and radio inquiries as may be required.
2. Utilizes office equipment such as computers, copiers, fax machines, and calculators.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of basic automotive and supplies as well as good computer practices. Knowledge of inventory control systems and parts accounting. Understands the usage of computer software for inventory tracking and billing. Has the ability to use spreadsheets and other programs to produce and understand inventory and sales information

Abilities

Effectively obtain and maintain a wide variety of parts and inventory required for the operation of the City's Service Center; follow oral and written instructions; perform several tasks simultaneously; read and interpret information; make basic mathematical calculations; effectively operate and maintain an automated parts inventory system including inputting, coding, and retrieving information; communicate effectively verbally and in writing; accurately maintain records; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires six months experience in automotive parts work or a related area; some basic computer experience is required.

Physical Requirements

Performs bending, squatting, sorting, and reaching to both ground level and overhead; lifts and carries up to 50 pounds; pushes and pulls up to 75 pounds; retrieves, transports, and places parts; must possess ability to operate a computer keyboard.

Working Environment

Primarily indoors in a garage setting; exposure to dust, pollen, and diesel fumes; subject to extreme weather conditions when traveling to off-site locations; at times, subject to extreme noise levels; susceptible to chemical, mechanical and other safety hazards associated with handling certain supplies and working in a garage setting. Works in confined spaces.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's license. ASE certification is required within the probationary period.

Miscellaneous Requirements

Subject to emergency call-in; may be required to work weekends, holidays, or a variety of shifts.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____