



## PARTS SPECIALIST

**AGENCY/DEPARTMENT:**  
Public Works/Equipment Services

Approved By HR Director: *Linda Matthews*  
Date Approved: 1/3/05  
Date of Last Revision: 07/24/2003

**Reports to:** Equipment Fleet Manager  
**Supervises:** N/A  
**Conflict of Interest Code Filer:** No

**JOB SUMMARY:** Under moderate supervision, performs a variety of vehicle and equipment parts purchasing, procurement, storage, and distribution duties; oversees and controls inventory of parts and supplies; provides cost evaluations and budgetary recommendations; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Oversees and is responsible for equipment parts and supplies procurement including obtaining and delivering parts and supplies, and coordinates and communicates with vendors to ensure orders are fulfilled in accordance with requests.
2. Places all parts and stock orders; oversees and manages requisitions and verifies and compares equipment parts and supply invoices to ensure parts and repair orders have been dispensed accurately.
3. Documents and checks equipment, tools, and parts to ensure they are received and delivered; verifies equipment parts and supplies are utilized in repair or service in accordance with request.
4. Develops, controls and monitors inventory for parts and supplies; plans, organizes, and calculates physical inventory counts and handles the processing of purchase orders for the department.
5. Coordinates and performs warehouse deliveries; handles and manages department requisitions from warehouse and assists mechanics and service technicians with locating and acquiring the necessary parts and tools.
6. Receives and responds to City staff telephone and in-person inquiries, questions, and complaints regarding equipment parts and supply orders; researches possible problems to provide information and recommends solutions.
7. Analyzes and evaluates vendor parts and supplies publications and updates, reviews, and compares competitive prices; informs supervisor of cost differences and makes recommendations.
8. Prepares, reviews, and distributes reports to supervisor, including cost analysis, daily parts inventory report, out-of-stock report, supplies lists and related information and documentation.
9. Reviews, updates and maintains daily invoices, parts requests and repair orders; examines and resolves order discrepancies and makes changes and recommendations as necessary.
10. Participates in departmental staff meetings and attends conferences; assists supervisor with special projects and handles employee questions and concerns as necessary.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Three years of equipment and parts procurement and inventory control.

**KNOWLEDGE OF:**

- Cost analysis, purchasing methods, principles and techniques.
- Inventory control, stocking, ordering and requisitioning procedures.
- Parts and equipment specifications; equipment, parts and inventory practices; and parts, tools and equipment used in the maintenance trade.
- Communication techniques.
- Records management and file maintenance procedures.
- Modern office equipment procedures and practices.
- Automated and database system practices.

**ABILITY TO:**

- Plan and organize inventory functions.
- Prepare budgetary recommendations and cost analyses.
- Read and comprehend technical specifications in parts manuals, equipment and automotive trade journals, catalogues and repair manuals.
- Purchase equipment parts and supplies.
- Operate a forklift, utility vehicle and telecommunications equipment.
- Operate cash register, calculator and standard office equipment.
- Operate a computer terminal to enter data, utilize word processing, spreadsheet, and system applications.
- Perform arithmetical computations and input data with speed and accuracy.
- Prepare forms, order documents and compile information for reports in an accurate and timely manner; schedule, organize, and complete work in accordance with deadlines.
- Correctly record and verify transactions.
- Identify errors or discrepancies in documentation.
- Compare and match related documents.
- Understand and follow written and verbal instructions; file documents alphabetically, numerically, and chronologically.
- Understand and follow written and verbal instructions.

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**LICENSES:**

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Some experience, course work or vocational training in equipment parts inventory and cost analysis practices.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:** No

**Job Family:** Equipment Svcs - Maintenance Support

**Career Progression:**