

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Parts Specialist
Reports To: Fleet Maintenance Supervisor
Supervises: None

FLSA: Non-exempt
Status: Full-time

Primary Function

The Parts Specialist works independently on routine and recurring assignments but may also assist skilled workers in performing more complex tasks. Work may require some amount of decision-making and independent action, and may require this person to develop systems to improve efficiency or quality. The Parts Specialist is required to gain knowledge and follow appropriate safety procedures compliance regulation in the storage of regulated materials.

Principle Duties and Responsibilities:

- Develops and implements systems, processes and procedures related to parts procurement, inventory, tracking and distribution.
- Checks parts catalog for proper part identification and maintains records by researching the correct materials; contacts vendors to obtain price bids; orders parts; records purchases on repair orders issuing purchase orders/prepares parts requisitions.
- Verifies and researches parts through cost justification, quality and availability and reliability warranties.
- Receives stock and special order item shipments from vendors, conducts visual inspections of received parts, checking vendor packing slips/invoices for accuracy and ensuring quantities received are as stated; confers with suppliers regarding late deliveries; maintains appropriate records. Directly issues parts received to open work orders or places parts in proper location within the parts room.
- Assembles and fills orders as requested. Issues parts to open computer work orders as parts are distributed to mechanics.
- Obtains and follows purchasing contracts with vendors, charging the appropriate vehicles work orders by entering data into the computer.
- Expedites priority and past due orders, resolves invoice discrepancies and handles returns, credits and warranties.
- Bar codes all inventory parts for tracking usage.
- Enters receipt and distribution of parts/supplies into computer to update automated inventory records.
- Conducts periodic physical inventory to assure proper availability of required stock; maintains inventory levels by communicating with the buyer to place orders, replenishing deleted stocks, preparing orders and transferring stocks, protects shop from equipment loss, and cleans parts area.
- Process paperwork, compiles reports and enters data using a computer and/or file orders.
- Determines and maintains stocking levels by utilizing data obtained from usage reports and parts availability.
- Drives a vehicle to pickup and deliver parts and tools.
- Uses a variety of materials and inventory operations equipment such as: forklift (*after completing Golder Ranch Fire Districts Forklift Certification course*) hand trucks, pallet jacks, computers, etc.

- Complies with all regulations regarding the handling of hazardous materials. Obtains Material Safety Data Sheets as required from vendors.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

The following list is provided as an example of the minimum knowledge expectation for the position of Parts Specialist:

- Knowledge of automotive and/or truck parts, tools, materials and equipment.
- Knowledge of safety precautions associated with working around mechanical equipment and maintenance areas.
- Knowledge of record maintenance and simple bookkeeping procedures.
- Knowledge of storage and warehouse methods and practices.
- Skill in the care and safe operation of equipment in transporting and storing parts and supplies.
- Ability to pick up, deliver, or transfer parts, supplies, tools, equipment, and/or other items in a timely manner.
- Drive safely while delivering parts and materials.
- Move heavy objects in a safe manner.
- Ability to operate office equipment and machines including typing and performing light clerical tasks.
- Ability to maintain automated inventory record and parts billing software program and enter data or information into a terminal, personal computer or other keyboard device.
- Knowledge of computerized inventory control systems and procedures.
- Proficiently utilizing a variety of computer software including Microsoft Office - Word, Excel, and Outlook, internet/intranet, and fleet management program.
- Ability to use good oral and written communication skills using the English language.
- Ability to maintain records and perform tasks in accordance with standard procedures.
- Complies with the rules, policies and procedures as set forth by the District.
- Establish and maintain effective working relationships with coworkers, District employees, vendors, and the general public.

Minimum Qualifications

- High School Diploma or GED equivalent.
- Two (2) years work experience in Heavy Truck parts related field that includes responsibilities with billing and receiving parts.
- Work experience using computerized parts inventory and ordering programs.
- Possess and maintain a valid Arizona Driver License (Class D) with good driving record.

NOTE: 1) Must possess or obtain the following ASE certifications within one (1) year of hire:

P1 – Medium Heavy Truck Parts Specialist

P2 – Automobile Parts Specialist

2) Must obtain Class B CDL within one (1) year of hire.

Preferred Qualifications

- Public Safety automotive/heavy truck parts related work experience.



GOLDER RANCH FIRE DISTRICT

Physical Requirements/Working Conditions

Job Title: Parts Specialist

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees			X	
Crouch/Squat	Bend body down and forward, bending legs and spine			X	
Crawl	Move on hands, knees, and feet			X	
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another			X	
Carry	Transport an object			X	
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes			X	
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside			X	
	Subject to extreme cold (typically below 32°)		X		
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body			X	
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current			X	
	Working on scaffolding and high places		X		
	Exposure to chemicals			X	
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids			X	
	Worker is required to function in narrow aisles or passage ways			X	
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 05/27/16
Revision Dates:
Last Modified: