

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PARTS SPECIALIST
DEPARTMENT: TRANSPORTATION
REPORTS TO: EQUIPMENT SUPERINTENDENT

CLASS CODE: 08466
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of moderately difficult technical and administrative functions in maintaining and distributing parts and supply inventory, including: purchasing all safety items, equipment, tools and supplies; receiving and filling requisitions; maintaining and monitoring inventory; and assisting in budget-related functions.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Maintains and distributes parts and supplies, including: ordering supplies and parts and approving same for compliance with specifications; receiving and storing items; receiving requisitions and locating and distributing requested parts/supplies; researching discontinued parts using various sources and contacting manufacturers; maintaining various inventories and related control reports and records; preparing quote sheets, gathering quotes and selecting vendor; receiving and processing invoices; reviewing budget information and assuring funding is available for purchases; and performing physical inventories.

Assists customers by answering questions and resolving complaints.

Enters information into computer database.

Establishes and maintains inventory records.

Reports administrative and/or operational problems to supervisor.

Performs specialized research and statistical work on assigned subjects for staff and management.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Hand Trucks
Parts Books

Forklift

Sand Blaster

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three to four years of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

OSHA regulations for purchasing safety supplies.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Basic accounts payable principles.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Operating a forklift to load and unload stock.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, parts/supply books, operation and maintenance instructions, procedure manuals, and so forth.

Ability to maintain inventory records and various files.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms; bend body downward and forward by bending legs and spine; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or

erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift, push, pull and/or carry in excess of 50 pounds and occasionally required to lift, push, pull and/or move in excess of 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts; from falling from high, exposed places; explosions; fumes or airborne particles; toxic or caustic chemicals; nonweather-related hot and cold temperatures; and outdoor atmospheric conditions.

Work is performed in a normal office and warehouse environment with exposure to hot and cold temperatures, dust and dirt.

The incumbent's working conditions are typically moderately loud.

file: partspec.08466

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.