

FLEET SERVICE II

GENERAL STATEMENT OF DUTIES: In the shop, assists in the maintenance of inventory control; analyzes parts by various manufacturers; compares costs of parts using dependability and service as criteria; chases parts, observes safety regulations; does related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of Fleet Service V or other superior who assigns jobs and inspects work for conformance to overall standards.

EXAMPLES OF PRINCIPAL DUTIES:

1. Confers with vendors with regard to ordering parts, deliveries, prices, new techniques or developments and availability.
2. Keeps accurate records of purchases and charges for inventory control.
3. May travel to various vendors to pick up parts.
4. Disperses parts from inventory, and helps keep parts room organized.
5. Assists in keeping accurate equipment maintenance files.
6. Performs a variety of work activities in a safe and workmanlike manner to insure safety and efficiency.

QUALIFICATIONS: Requires basic knowledge of parts and supplies, with ability to evaluate their serviceability. Working knowledge of automotive and construction equipment and related parts. Requires basic knowledge of parts and supplies, with ability to evaluate their serviceability; working knowledge of automotive and construction equipment and related parts; ability to follow oral and written assignments.

Must be able to perform in a business like manner while working very closely with others to promote teamwork and cooperation.

Must be in good health and physical condition, but due to limitations may not use his left hand/arm. Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.

Four years of experience as a parts person, automotive and/or heavy duty equipment, and graduation from a senior high school; or any satisfactory equivalent combination of experience and training.