

PARTS DEPARTMENT PURCHASING AGENT/DATA ENTRY

GENERAL STATEMENT OF DUTIES: In the Parts Department, maintains inventory control; assesses parts by various manufacturers and suppliers; compares costs of parts using dependability and service as criteria; purchases and arranges for delivery of parts as required for vehicle and equipment maintenance and repairs for various County departments. Observes safety regulations; does related work as required, enters data into IRIS (Integrated Road Inventory System), assists in updating equipment parts, repair, and maintenance records. Perform minor maintenance and repair of office and parts department computer systems as required. May be required at times to supervise or assign repair work to mechanics in the absence of the Fleet Manager or other supervisors.

SUPERVISION RECEIVED: Works under the direct supervision of the Fleet Manager 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. Travels to various vendors to pick up parts.
4. Disperses parts from inventory.
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.
7. Enter data, such as culvert or sign inventory into IRIS computer system.

QUALIFICATIONS: Requires basic knowledge of parts and supplies, with ability to evaluate their serviceability. Working knowledge of automotive and construction equipment repairs, 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 possess good interpersonal skills that are essential to communicate effectively with vendors, department heads, and a broad spectrum of personnel.

Must be in good health and physical condition. Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.

Must be detailed oriented, accurate, and possess good computer skills, including working knowledge of Microsoft Word, Excel, Internet Explorer and various online parts programs.

Five years of verifiable 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.