

FLEET PARTS CLERK

Job Code	Pay Grade
12968	CL9

Nature of Work

This is specialized automotive, heavy truck and equipment parts procurement and distribution work supporting a large equipment maintenance and repair operation facility storeroom. Employees in this class assist the Parts Manager in the review of bid specifications and vendor contracts, ordering and receiving inventory, verifying invoices, and maintaining computerized inventory records.

Work involves receiving, storing, and issuing a variety of automotive, truck and heavy equipment parts or supplies. Work at this level frequently involves independent research to locate vehicle specific repair parts and equipment up-fitting components. The position reports to a supervisor or designee.

Minimum Qualification Requirements

- 2 years or experience directly related to automotive parts requisition, receipt, storage or issuance; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists supervisor and individuals in the review of bid specifications, vendor contracts, and overall operational planning of the facility storeroom.
- Requisitions specialized orders and/or non-stock items on a regular basis. Receives and inspects stock items for conformity with specifications, contacts vendors regarding discrepancies and stores parts and supplies in accordance with established inventory procedures.
- Reviews vendor contracts and parts catalogs, updates reorder points, initiates orders for regular inventory and supplies as necessary, and researches and orders specialized or non-stock items as needed.
- Maintains close contact with vendors regarding availability of parts and alternative sources of supply.
- Initiates orders for regularly stocked parts and supplies as necessary and researches and orders specialized or non-stock items as directed.
- Maintains equipment parts inventory and assists in conducting annual or special inventories of stock.
- Operates light trucks, picks up and delivers parts and stock orders and performs general repair and custodial duties in parts storeroom/areas.
- Performs computer data entry of inventory received, stock issues, and parts transactions.
- Requisitions parts and supplies needed to maintain proper inventory levels.
- Procures non stock items for non contract vendors through the use of Pinellas County purchasing card, and will reconcile statements of these procurements.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of warehousing methods and techniques for efficient shipping and receiving practices, purchasing and requisition procedures, and safe work practices to be used in a parts storeroom.
- Knowledge of automotive, small gasoline engine, heavy equipment, specialized heavy truck and auto body parts.
- Ability to operate a personal computer and other automated equipment to enter and retrieve inventory records and invoice information.

FLEET PARTS CLERK (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to organize, assign, and evaluate the work of storeroom personnel
- Ability to establish and maintain effective working relationships with superiors, subordinates, automotive repair personnel, and vendors.
- Ability to research parts supply catalogs matching parts descriptions with correct order numbers.
- Ability to endure long periods of standing, walking and working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.

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Revised	EEOC Code	Overtime Code
4/14	Administrative Support	Classified