

Code: 1224

Title: FLEET PARTS MANAGER

SUMMARY: Manages the operations of the Fleet Parts Division of the Automotive Services Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the operations of multiple facilities involved in the purchase, receipt, storage, issuance and delivery of automotive, communications and heavy equipment parts and supplies;
Maintains stock records and coordinates inventory accounting practices with other divisions within the department in manual or automated system;
Establishes parts and supplies requirements for new equipment, validates current stock requirements and deletes stock requirements for obsolete parts;
Develops and implements operating policies and procedures for the Parts Division to improve the efficiency and economy of operations;
Coordinates work with other County departments and with vendors to insure timely purchase, delivery and installation of parts and supplies;
Researches market data and conducts value analysis to obtain the most competitive price for parts and equipment;
Develops the Parts Division budget and participates in the development of the department budget;
Establishes stock levels and reorder points;
Supervises, trains and evaluates personnel;
Prepares reports including cost data, usage rates and budget data.

KNOWLEDGE & SKILLS:

Knowledge of:

- automotive, communications and heavy equipment parts and supplies;
- manual and automated inventory control systems and storekeeping methods and procedures;
- requisition and purchasing procedures;
- the hazards and safety practices associated with working in storekeeping and maintenance environments;
- budget preparation and expenditure controls;
- the principles and practices of employee supervision, training and evaluation.

Skill in:

- maintaining manual and automated filing and inventory control systems;
- making arithmetic computations, conducting value analysis;
- inspecting materials for compliance with specifications;
- planning, assigning and evaluating the work of others;
- establishing and maintaining working relationships with other departments, contractors and vendors;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

(1) Six years of experience in the ordering, receipt and issuance of automotive and/or heavy equipment parts and supplies, and two years of experience in a lead or supervisory position. [Lead/supervisory experience may be concurrent with general experience.]

(Education from an accredited college or university in the areas of Automotive Technology and Management, Business Administration, Management, Marketing, Accounting, Finance and/or Mechanical Engineering may substitute for up to four years of aforementioned experience on one-for-one year basis.)

OR

(2) Three years of experience as a Parts Technician with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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