

FLEET SERVICES PARTS BUYER

DEFINITION

To perform a variety of responsible duties related to the maintenance of the Fleet Division's parts inventory, ensuring the cost effectiveness of repairs made in the maintenance of the City's fleet; to purchase parts and services necessary to maintain the City's fleet; and to research and solicit quotes for parts and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

Exercises technical and functional supervision over warehouse staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Effectively order supplies and maintain inventory controls, cycle counts, and stock levels; execute daily inventory analysis and identify and resolve discrepancies and problems; enter and retrieve inventory data and run and review inventory reports; oversee stock item master and levels.

Develop and implement protocols for loss prevention.

Research, compile and prepare reports and documentation related to assigned activities; analyze overall inventory components and develop, recommend, and implement modifications; maintain records of findings and corrective actions; prepare periodic status reports.

Participate in budget preparation and administration as it relates to parts, fuel and outside services; prepare cost estimates for budget recommendations; monitor and control expenditures.

Research parts and services necessary for the maintenance of the City's fleet; obtain and negotiate price; and issue purchase orders.

Receive and inspect parts; identify and resolve discrepancies in price and quantity and/or damage to parts.

Establish purchase agreements with vendors; resolve and/or report vendor issues to supervisor.

Oversee and ensure regulatory compliance as it related to hazardous waste and waste tires.

Provides functional guidance to Mechanics as it relates to the most cost effective method or fleet repairs.

Receive, open, and date stamp packing slips and invoices; maintain accurate records ensuring correct coding of work orders.

Coordinate specialty vehicle repairs with outside service providers.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of fleet preventive and predictive maintenance methods.

Pertinent local, State and Federal laws, ordinances and rules.

Basic budget principles.

Various light and heavy duty power driven equipment and associated parts necessary for the maintenance of the City's fleet.

Modern parts inventory control practices.

Basic accounting and record-keeping practices.

Modern office equipment and procedures commonly used in inventory control activities.

Ability to:

Perform purchasing activities including the receipt, inspection, and issuance of parts necessary for the maintenance of the City's fleet.

On a continuous basis, know and understand purchasing and inventory functions and observe safety rules. Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while receiving, storing and shipping parts; perform simple and power grasping; pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and explain pertinent maintenance standards and department policies and procedures.

Assist in the development and monitoring of an assigned budget.

Develop and recommend procedures related to assigned activities.

Use a variety of personal computer software, including word processing, spreadsheet, and inventory management applications.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible fleet maintenance experience including the purchasing and inventory of parts required for the maintenance of light to heavy vehicles and equipment.

AND

Training:

Equivalent to completion of the twelfth grade.

License and Certificate

Possession of a valid California driver's license by date of appointment.

11-05-22	Fleet Services Parts Buyer
02-19-21	
08-25-12	
02-07-11	
07-01-02	Vehicle Maintenance Parts Buyer
06-21-97	Vehicle Maintenance Parts Technician