

FLEET-PARTS PURCHASER

DEFINITION

Coordinates the distribution of and assists in the procurement of nonstock and stock parts, equipment, and materials for District fleet maintenance facilities.

TYPICAL DUTIES

Purchases nonstock and stock fleet parts, equipment, and materials under contractual agreement, or coordinates purchases between suppliers and the Procurement Services Division.
Contacts suppliers to arrange for the repair of rebuildable vehicle parts and tools.
Prepares and processes purchase orders for nonstock and stock District fleet parts and equipment, expedites late or partial deliveries and payments of invoices, and recommends cancellation of orders when delivery is not prompt or if contract terms are not fulfilled.
Records costs of parts, equipment, materials, and outside repairs on repair orders.
Develops sources for materials and services, and maintains catalogs, manuals, and records of suppliers from whom purchases have been made.
Designates appropriate nonstock and stock parts substitutions and determines type by contacting suppliers.
Evaluates the quality of parts and their conformity to specifications, determines the acceptability of parts substitutions, and advises mechanics regarding parts modifications.
May inform Fleet-Parts Storekeepers on fleet maintenance and procurement services programs and procedures.
May organize a District fleet parts storeroom by issuing and receiving equipment, parts, supplies, and other items used in the repair and maintenance of motor vehicles.
May coordinate warranty recalls and campaigns.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fleet-Parts Purchaser is responsible for identifying sources for the purchase of nonstock and stock parts, equipment, and material for District fleet maintenance facilities.

The Fleet Maintenance Manager is responsible for supervising the District's fleet preventative maintenance program for school buses, delivery trucks, passenger vehicles, and non-road maintenance equipment to ensure safety, dependability, and availability at all times.

A Fleet-Parts Storekeeper maintains District fleet parts storerooms in which parts, repair materials, and tools used in automotive garages are ordered, received, inspected, stored, and issued.

SUPERVISION

General supervision is received from the Fleet Maintenance Manager. Work direction may be exercised over employees in lower level technical and support classes. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Purchasing and requisitioning procedures
- Price and sources of supply for fleet equipment and parts
- Maintenance and repair of heavy duty vehicles and equipment
- Parts of automobiles, heavy automotive equipment, internal combustion engines, and miscellaneous power units
- Nomenclature and use of tools and equipment used in a fleet repair shop
- Computerized recordkeeping procedures including but not limited to the use of Maintenance Control Management Systems (MCMS)
- Fleet trade manuals and parts catalogs
- Utilization of spreadsheet, word processing, and email computer software programs

Ability to:

- Learn prices, sources of supply, and purchasing procedures involved in obtaining telephone bids
- Purchase fleet equipment, parts, and materials, and expedite delivery of overdue purchase orders
- Determine the interchangeability of fleet parts
- Work effectively with suppliers and District employees
- Keep accurate records and complete requisitions and work order forms

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in ordering, invoicing, receiving, inspecting, storing, issuing, and maintaining a fleet parts storeroom to include heavy duty fleet parts and equipment, preferably including use of a computerized inventory control system.

Special:

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK