

SUPERVISING FLEET-PARTS STOREKEEPER

DEFINITION

Supervises the operation of District fleet parts storerooms and inventory personnel, and coordinates the procurement of parts and materials and the distribution of parts and materials for District fleet maintenance facilities.

TYPICAL DUTIES

Supervises the preparation and processing of fleet stock inventory and purchase orders for the Fleet Maintenance Section.

Supervises the recording of costs of parts, materials, and outside repairs on fleet maintenance documents.

Supervises and maintains computerized inventory for District fleet parts storerooms, and develops audit procedures.

Coordinates arrangements between private firms and the Fleet Maintenance Section for fleet repair work.

Coordinates the delivery of parts and materials and resolves delivery problems.

Orders fleet parts or coordinates purchases between suppliers and the Procurement Services Division.

Develops specifications for contracts related to procurement of materials and services for the Fleet Maintenance Section.

Develops sources of supplies and services, and maintains catalogs, manuals, and records of suppliers from whom purchases have been made.

Evaluates the quality of parts and their conformity to specifications, determines the acceptability of parts substitutions, and informs fleet maintenance staff.

Analyzes and develops storeroom and recordkeeping procedures and recommends changes as necessary.

Supervises and participates in the development of procedures for systematic reviews of District stockroom operations.

Evaluates storerooms for efficient use of space and makes appropriate adjustments.

Contacts and advises Buyers regarding bids and specifications for fleet items.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Fleet Parts Storekeeper supervises the operations of District fleet parts storerooms, and is responsible for quality control of nonstock parts and materials.

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

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

SUPERVISION

General supervision is received from the Fleet Maintenance Manager. Supervision is exercised over Automotive-Parts Purchasers and Fleet-Parts Storekeepers.

CLASS QUALIFICATIONS

Knowledge of:

- Nomenclature and use of tools and equipment used in fleet repair
- Parts of automobiles, heavy fleet equipment, internal combustion engines, and miscellaneous power units
- Fleet parts storekeeping methods
- Use and storage requirements of materials and supplies used in fleet shops
- Prices and sources of supply of fleet and heavy equipment parts
- Purchasing, shipping, and inventory control procedures
- Computerized recordkeeping and related data entry procedures
- Principles of supervision and staff development

Ability to:

- Determine appropriate stock levels and establish records that reflect stock movement
- Interpret fleet parts catalogs and manuals
- Inspect fleet parts for conformance to requisitions and delivery documents or specifications
- Determine the interchangeability of fleet parts
- Work effectively with suppliers and District employees
- Supervise effectively
- Operate a computer terminal and personal computer
- Analyze inventory and parts-related information

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of experience in inventory control, purchasing, ordering, and procuring a wide variety of fleet parts and equipment, including two years of experience in receiving, inspecting, storing, and issuing fleet parts and equipment, and maintaining a fleet-parts storeroom.

Special:

A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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JPK