

FLEET PARTS SUPERVISOR

PURPOSE AND NATURE OF WORK

This is moderately complex work involved in supervising and participating in the bidding, receipt, storage, and issuance of materials, supplies, automotive parts and equipment. Work also involves the maintenance of accurate records of receipts and disbursements. The incumbent maintains prescribed inventory levels and recommends stock requisitions. General supervision is exercised over a small staff of employees engaged in fleet parts. Work is performed with considerable independence under the general direction of the Fleet Superintendent and is reviewed through informal conferences, inventory reports, and on the basis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Supervises, trains, and assigns work to a group of subordinates involved in the bidding, receipt, storage, and issuance of materials, supplies, and parts for vehicles and equipment. Examines goods received to determine compliance with specifications and quantities; inspects for damage. Stores and issues goods; maintains inventory records; conducts periodic physical inventories of stock on hand; prepares and submits scheduled inventory reports. Supervises subordinates performing stock control and clerical tasks. May occasionally pick up and deliver parts to other repair shops and parts houses.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of automotive and equipment parts.

Thorough knowledge of standard record keeping practices used in inventory record keeping.

Considerable knowledge of materials, supplies, and automotive and equipment parts used by operating divisions being served.

Knowledge of Consolidated Government's purchasing policies and procedures.

Knowledge of computer applications as required by area of assignment.

Ability to prepare inventory reports in accordance with standard data processing procedures.

Ability to establish and maintain effective working relationships with superiors and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in fleet parts work; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Louisiana Driver's License upon appointment.