

## **FLEET PARTS SPECIALIST**

### **PURPOSE AND NATURE OF WORK**

The work of this class involves participating in the bidding, order, receipt, storage, and issue of materials, supplies, and fleet parts and equipment. Work is semi-routine in nature and involves keeping accurate records of quotes, receipts and disbursements.

Incumbents report quantity of inventory and recommend stock requisitions. Work is performed under the direct supervision of the Fleet Parts Supervisor and is not supervisory.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Position is responsible for supplying fleet parts for all equipment at Lafayette Consolidated Government. Fills parts requests from Fleet Mechanics, services stations, Small Equipment Mechanic or others by determining part specification, amount needed, etc. Contacts three (as per Fair Bid Act) vendors to obtain quotes if part(s) is (are) not in stock or on state contract. Must identify exact part to be purchased. Either visually inspects equipment, receives parts information from mechanic or reviews manuals, schematics, diagrams, internet or other means to properly identify and order parts. May also send pictures of parts to vendors to help identify unusual or uncommon parts. Requests purchase order for each part needed. Contacts suppliers to issue purchase numbers and verify delivery. Tracks the status of parts through the purchasing process.

Receives incoming 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. Picks up and delivers parts to other repair shops and part's houses.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of automotive and equipment parts.

Considerable knowledge of standard record keeping practices used in inventory record keeping as applied to the automotive field.

Knowledge of Lafayette Consolidated Government's purchasing policies and procedures.

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

Knowledge of computer applications as required by area of assignment.

Ability to read well and write legibly.

Ability to exercise accuracy in recording and in inventory work.

Ability to prepare standard reports.

Ability to establish and maintain effective relationships with superiors, the public and other employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and considerable experience in the field of work that provided familiarity with fleet parts.

### **NECESSARY SPECIAL QUALIFICATION**

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