

VEHICLE MAINTENANCE PARTS BUYER

DEFINITION

To perform a variety of responsible duties related to the purchase of parts and services necessary to maintain the City's fleet; to maintain parts inventory; and to research and solicit quotes for parts and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Services Service Writer.

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

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

Enter and retrieve inventory data; run and review inventory reports; and maintain stock levels.

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.

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; deliver and pick up vehicles.

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:

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.

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

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience that involved 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.

Vehicle Maintenance Parts Buyer

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License and Certificate

Possession of, or ability to obtain, a valid Class B California driver's license.

08-25-12

02-07-11

07-01-02      Vehicle Maintenance Parts Buyer

06-21-97      Vehicle Maintenance Parts Technician