

VEHICLE PARTS SPECIALIST



Description:

Under general supervision receives, stores, locates, and issues parts used to make major and minor repairs to a variety of automobiles, trucks, gasoline, and diesel powered highway and construction equipment, communication equipment, and performs related duties as required.

Distinguishing Characteristics:

Positions in this journey level classification are expected to work independently performing job duties locating parts for automotive, heavy equipment, fire apparatus and various other types of equipment used in the fire service.

The Vehicle Parts Specialist is the journey level classification in the Parts Series and reports to the Vehicle Services Supervisor.

Duties may include, but are not limited to:

1. Performs monthly, quarterly and yearly inventories; notes discrepancies between recorded inventory and actual count of all items in the parts room.
2. Makes daily inspections of inventory stock; maintains files and logs; retrieves and posts data to an automated or manual inventory record system.
3. Receives and unpacks parts; reviews shipping documents for correct quantity and merchandise; inspects parts for damage; reports any receiving and delivery discrepancies.
4. Assists Mechanics by locating and/or pulling parts as needed.
5. Contact vendors on price quotes and availability.
6. Tracking of parts ordered, received, and issued.
7. Picks up, packs and delivers, loads and unloads parts.
8. Makes recommendations for replacement, interchangeable, or obsolete parts.
9. Makes recommendations of items stocked, levels of stock, and elimination of inventory.
10. Follows purchasing policies to gather price quotes and purchase order numbers; orders parts upon approval.
11. Maintaining the parts room and assigned equipment in a professional appearance by maintaining cleanliness and organizing the working environment.
12. Provides vacation and temporary relief as required.
13. Performs other related duties as required.

Typical Qualifications:

Requires a minimum of four (4) years experience in heavy-truck parts. Must be able to read and understand parts manuals and catalogs. Requires good oral communication and written skills. Prior experience using both Microsoft Word and Excel is highly desirable.

Must have a high school diploma or equivalent. Must have and maintain a valid California Class C Driver's license. ASE certifications are not required but are also highly desired.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 46223

Salary Range: AV8

Representation Unit: General Fire Support

Last Updated: 9/15/09