City of Bradenton
Job Descriptions

Job Title: Parts/Inventory Clerk

Date Prepared: August 27, 2015

Department/Location: Public Works & Utilities – Public Works Section – Fleet Division

FLSA Status: Non-exempt

Bargaining Unit: AFSCME

Classification: Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: None

Supervision Received: Supervisor

General Purpose of the Position: Under general supervision, manage the parts and inventory for the Fleet Division, including ordering, stocking, issuing, and taking inventory.

Essential Duties and Responsibilities:

- Maintain inventory of Fleet/City Garage parts.
- Ensure coding accuracy of paperwork.
- Cross-reference part numbers.
- Order parts, including tires.
- Organize parts room; stock shelves.
- Maintain usability/location of parts within the parts room.
- Issue parts.
- Complete front-end repairs.
- Order fuel (full loads) via Clerical Assistant II (including reading fuel pumps and measuring levels).
- Unload parts.
- Write work orders/service sheets.
- Maintain Police vehicle service logs.
- Schedule service appointments.
- Receive/issue purchase orders.
- Answer telephone.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of safe work techniques and practices used in auto service industry.
- Ability to make independent judgments and decisions.
- Knowledge of materials and equipment used in the repair and maintenance of all fleet vehicles.

- Maintain knowledge of the latest auto service technology (some travel maybe involved).
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of job-related software as required by Department.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL and CDL Class B vehicles and light equipment. Hand tools, pneumatic wrenches, grinders, lathes and measuring tools such as micrometers and pressure gauges; tire pressure gauges, oil filter wrenches and cutter tools, steering wheel lock plate tools, clutch alignment tools, strut spring compressors and spark plug sockets and gauge tools; a variety of lifts, hoists and jacks for access to the area of the vehicle that needs to be repaired; a variety of electronic diagnostic equipment. Safety equipment is provided.

Education and Experience Required: High school diploma or GED equivalent. Possession of and ability to maintain a valid Florida Class "B" Commercial Driver's License (CDL) with air brakes endorsement. Five (5) years of mechanical experience in gas and diesel powered vehicles. A minimum of five (5) years in a Fleet shop environment. ASE Certification strongly preferred but not required.

Environmental Conditions: Work is primarily performed in inside (office setting). Will have to walk through open bays in varying and extreme weather conditions for brief periods of time where employees are exposed to excessively loud noises from equipment, exposure to heavy equipment, fuel, oil, hazardous gases, fumes, paint and chemicals. Occasional exposure to slippery and/or uneven surfaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Class B Commercial Driver License (CDL) with air brakes endorsement is required for this position.

Pay Grade: 110 **Salary Range: Minimum:** $13.19/hour **Maximum:** $19.79/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director_____ **Date** 12-29-16

City of Bradenton
Job Descriptions

Human Resource ~~Director~~ Manager _____ **Date** 1/11/17
*Updated Dec 2015
**Updated Jun 2016