

City of San José
CLASS SPECIFICATION

Title: Mechanical Parts Supervisor (1534)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Fleet Manager	Non-Exempt

CLASS SUMMARY

Under general direction, plans, organizes and directs activities for several parts storerooms. These activities include the ordering, receipt, storage and issuance of a wide variety of automotive, truck, industrial, and heavy construction equipment parts, materials, accessories and supplies, inventory management, consulting vendors, providing data for budget use, and ensuring safety compliance and regulations. Performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for the supervision of employees engaged in ordering and storage of automotive, truck, industrial, and heavy construction equipment and supplies, including several mechanical parts storerooms. This class differs from Senior Mechanical Parts Worker in having full supervisory responsibility for planning and organizing inventory and parts management. This class differs from Equipment Maintenance Supervisor in that incumbents of the latter class supervise the repair, inspection, and installation of automotive equipment.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Graduation from high school or equivalent AND four (4) years of increasingly responsible storekeeping experience in automotive, industrial, construction equipment parts and supplies.

Acceptable Substitution

Two (2) years of related college coursework from an accredited college or university may be substituted for up to two (2) years of experience.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, such as inventory management, warehousing, safety practices and regulations, procurement sources of supplies, providing data for budget, and knowledge of automotive, truck,

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industrial, and construction parts and equipment, Citywide and departmental procedures/policies and federal and state rules and regulations.

Communication Skills - Communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- City procurement procedures and policies.
- Fleet Anywhere, Crystal, Microsoft Access and Excel.
- Inventory management and tracking.

Skills to:

- Manage and administer storekeeping and related functions.
- Manage and supervise the work of subordinate staff.
- Use computer programs in fleet management, fiscal management and office programs.

Ability to:

- Maintain records and prepare clear and concise reports.
- Maintain and analyze a budget.
- Research, identify and procure material required for fabricating modifications to equipment.
- Develop, interpret and implement policies and procedures.
- Interpret technical documents.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervise staff in the Fleet Management Parts Unit, including training employees, establishing work schedules, approving time cards, completing performance evaluations in a timely fashion, and participating in the hiring process for vacancies. May perform work of a similar nature to those employees supervised.	Continuous
2.	Plan, organize and direct activities for several parts rooms, support fleet services, repairs and build up operations.	Frequent
3.	Purchase tools, parts, equipment, and supplies through the purchasing department and directly from vendors. Assist vehicle maintenance supervisors in locating, ordering and receiving replacement parts with unusual specification and/or fabrication requirements.	Occasional
4.	Analyze the City's automotive, truck, industrial and heavy construction equipment and forecast parts and equipment needed in order to maintain appropriate parts inventory to meet anticipated needs, including emergency repairs and scheduling equipment rebuilding. Submit timely orders to ensure continued availability of special order parts. Monitor and control stock levels, turnover rates, reorder points and obsolete parts ensuring adequate, current and cost effective inventory management.	As Required
5.	Maintain an accurate inventory management and tracking system, including a descriptive inventory file of specialty repair parts, and conduct annual physical inventory. Continuously seek current and advanced technology solutions for effectively managing inventory.	As Required
6.	Develop and modify scope of services for parts suppliers, assist in bid proposal evaluations and make bid award recommendations to purchasing when necessary. Review and document the performance of outside vendors, and consult with City personnel and outside vendors in locating and ordering automotive parts and supplies. Continuously seek opportunities to use environmentally preferable products.	As Required
7.	Participate in budget preparation and administration, prepare cost estimates and justifications for budget recommendations, and monitor and control expenditures.	As Required
8.	Work with vendors and staff to ensure parts are in compliance with local safety laws, regulations and vehicle OEM requirements.	As Required
9.	Conduct safety workshops and inspections, train staff to ensure they are taking necessary safety precautions and comply with hazmat and OSHA requirements.	As Required
10.	Participate in the development and implementation of divisional storekeeping policies, procedures, best business practices, goals and objectives.	As Required
11.	Ensure parts invoices are received and processed in a timely manner for accounts payable staff.	Occasional

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12.	Manage effective parts warranty and core return program.	As Required
13.	Direct staff in providing quality internal and external customer service functions.	As Required
14.	Perform other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 03/16; s000</i>
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