

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Fleet Maintenance Parts Specialist

CLASS CODE: 3287

GENERAL DESCRIPTION OF DUTIES:

Incumbents order, stock and distribute automotive and equipment parts, and maintain inventory records on computer.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level trade classification within the Trades Series – Related Trades Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for ordering, stocking and distributing parts used in maintaining and repairing motor vehicles and equipment, and maintaining related records.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Orders parts, materials and supplies used in maintenance and repair of motor vehicles and equipment.

Processes invoices for payment. Verifies receipt of invoiced parts, materials and supplies.

Maintains and tracks inventory records on computer.

Unloads, stores, transports, delivers and distributes parts, materials and supplies.

Deals with vendors/sales representatives. Follows up on items not received, checks on item price and availability.

Cleans parts storage and work area.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to vendors and city personnel within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from supervisors.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, forklift, computer terminal, telephone, photocopier, printer and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as purchase orders, invoices, delivery slips, vendor contracts, material safety data sheets, parts manuals, vehicle maintenance manuals, regulations, schedules, inventory lists, correspondence and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentage.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature and noise extremes, machinery, traffic hazards and toxic/poisonous agents.

Physical Requirements:

Requires the ability to lift, push and pull parts, materials and supplies weighing up to one hundred (100) pounds and occasionally over one hundred (100) pounds for storing and delivering/distributing inventory.

Requires the ability to stoop, bend, twist, climb stairs to carry, stock and distribute parts inventory. Requires the ability to stand for long periods of time.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and odors to identify inventory items and sounds to communicate with others. Ability to sustain prolonged visual concentration to enter items to computer records.

EDUCATION AND EXPERIENCE STATEMENT:

One (1) year of experience ordering, receiving, stocking, and issuing a variety of automotive, diesel, or construction equipment parts. Must have experience using a computerized inventory control system; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.