

PARTS AND SUPPLY ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Parts and Supply Assistant is responsible for picking up and delivering repair parts and/or supplies and assisting in requisitioning, receiving, stocking, issuing, and inventorying parts, supplies, and/or tools in a storeroom warehouse. Examples of duties include: picking up and delivering parts, supplies, tools, equipment, or mail to and from vendors, the Materials and Supply Division warehouse, and/or fire stations (*Fire Resource Assignment*); charging out parts or supplies; issuing tools to mechanics; and assisting in the stocking of related parts and supplies. Duties may also include: filling self-contained breathing apparatus (SCBA) (*Fire Resource Assignment*) and performing a variety of clerical and computer-related tasks in maintaining parts records and files. This class is also responsible for performing related duties as required.

Distinguishing Features: This class works independently on routine and recurring assignments but may also assist skilled workers in performing more complex tasks. Work may require some amount of decision-making and independent action, but work procedures are generally well-defined. Incumbents are required to use appropriate safety procedures and equipment in completing assignments, and incumbents assigned to Fire Resource must conform to the City of Mesa Fire Department dress, appearance, and conduct codes. This class is distinguished from the Fleet Support Parts Supervisor, and the Parts and Supply Supervisor classes by its responsibilities for picking up and delivering parts, supplies, tools, equipment, or mail. This class is supervised by a Senior Parts and Supply Specialist (*Fleet Services Assignment*) or a Parts and Supply Supervisor (*Fire Resource Assignment*) who evaluates performance through the observation of work in progress and on the basis of reports, conferences, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Some (6 months - 1 year) experience ordering, inventorying, warehousing, or picking up/delivering service related parts/supplies.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. For the Fleet assignment, some (6 months - 1 year) experience ordering, inventorying, warehousing/storekeeping, or picking up/delivering automotive related parts/supplies is preferred. For the Fire & Medical assignment, some (6 months - 1 year) experience ordering, inventorying, warehousing/storekeeping, or picking up/delivering fire service/medical related parts/supplies is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with coworkers, management, other City employees, vendors, and the general public in order to establish and maintain effective working relationships and follow oral and/or written instructions. Communicates with management, coworkers, and vendors in orders, exchanging, receiving, or issuing the parts, supplies, or tools. Addresses questions from mechanics and vendors regarding the suitability of parts. Accurately describes parts or supplies after receiving a verbal description, sketch, or example.

Manual/Physical: Picks up parts or supplies from, and delivers to, vendors. Picks up parts or supplies from the Materials and Supply Division warehouse. Operates a forklift to move materials. Moves heavy containers and automotive parts weighing up to several hundred pounds for distances of up to 300 feet (*Fleet Services Assignment*) or up to 50 pounds for distances of up to 20 feet (*Fire Resource Assignment*). Detects traffic sounds when working near moving traffic and backup warning devices when working around moving equipment. Cleans work area and equipment or tools. Assists Fleet Support Parts Supervisors or Fire Resource Supply Specialists in ordering parts and shop supplies; maintains adequate stock levels of parts and shop supplies; stores stock items in bins or shelves; reaches parts on elevated shelves; sets up locations for new parts; participates in periodic, special, or perpetual inventories; operates and enters data into a personal computer to issue, post, retrieve, and research parts inventory data; and uses a supply catalog and locates the supply sources which offer the best prices and service. Works in a variety of weather conditions while performing delivery duties. Works at elevated levels (maximum height - 15 feet) while working in stockroom. Fills SCBA; and prepares bundles of mail or other materials, and distributes to fire stations (*Fire Resource Assignment*). Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

Mental: Plans and organizes a daily parts run to ensure the timely and efficient collection and distribution of parts, supplies, tools, or mail. Prioritizes own work assignments. Reviews paperwork and parts picked up and distributed to ensure that the numbers match. Resolves discrepancies between the physical count and inventory paperwork. Understands maps. Comprehends and makes inferences from written material, such as delivery and routing information, or payment instructions. Verifies invoice quantities for accuracy. Learns job-related material through on-the-job training. Determines the items to be maintained as regular stock. Learns job-related material regarding parts issuance and inventory balance maintenance through on-the-job training.

Knowledge/Skill/Abilities:

Knowledge of:

automotive parts, tools, and equipment (*Fleet Support Services Assignment*);
fire-service related parts, tools, and equipment (*Fire Resource Assignment*);
computerized inventory systems;
safety precautions associated with working around mechanical equipment and maintenance areas;
storekeeping methods and practices;
traffic laws and safe driving methods and practices;
vehicle maintenance and repair work; and
computerized inventory systems.

Skill in the care and safe operation of equipment used in transporting and storing parts and supplies.

Ability to:

pick up, deliver, or transfer parts, supplies, tools, equipment, and/or mail in an efficient and timely manner;
drive safely while delivering parts and materials;
read and understand a map;
move heavy objects;
assist in ordering parts and supplies;
assist in maintaining adequate stock levels of parts and supplies;
maintain a neat and orderly parts storeroom;
type and perform light clerical tasks;
follow oral and written instructions and perform tasks in accordance with standard procedures;
establish and maintain effective working relationships with coworkers, City employees, vendors, and the general public; and
fill SCBA (*Fire Resource Assignment*).

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 64-200

PAY GRADE: 39

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