

POSITION DESCRIPTION

Position Title: Inventory Parts Clerk
Department: Public Works
Division: Municipal Garage
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: September 12, 2019

GENERAL PURPOSE

Performs intermediate, skilled administrative support work managing and purchasing the inventory of vehicle repair and maintenance supplies for City of Leavenworth. Responsible for parts ordering, receiving, inventory control, data-entry, report generation and cost evaluation.

SUPERVISION RECEIVED

Works under the general supervision of the Master Mechanic.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Researches, orders, tracks, receives, and follows up on parts, tools, and equipment for City fleet vehicles to ensure accurate and timely delivery; research repair/maintenance manuals for parts needed; picks up parts in surrounding area as needed.
- Maintains purchasing card in accordance with Purchasing Policy guidelines; track and verify orders and receipts.
- Performs a variety of administrative support and accounting work; prepares garage billings; enters parts orders into computer; prepares miscellaneous reports; prepares and maintains files; maintains records for all fleet vehicles; assists supervisor with budget review and planning.
- Generates monthly reports for each department, reflecting vehicle repair costs; other reports as required.
- Tracks all purchase invoices; sorts, enters, and scans invoices into finance system.
- Performs inventory control; tracks inventory, orders stock items, receives orders, and enter into inventory; responsible for warehousing items according to need, temperature requirements, etc.; organizes, maintains and cleans warehouse
- Receives equipment and vehicle recalls; tracks and schedules units for required repairs; maintains the vehicle service schedule for mechanics.
- Assists Master Mechanic with scheduling equipment; communicates with other departments for scheduling.

PERIPHERAL DUTIES

- Answers parts room telephone or mobile radio base station as necessary.
- Performs basic facility maintenance of Municipal Service Center such as furnace filter replacement, changing light bulbs and spot painting.

- Other duties as assigned, such as support snow removal, City clean up, refuse bag delivery and manning Brush or Recycling sites.
- Ability to work flexible/extended hours during emergencies or snow removal events.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) One year or more experience working with MS-Office.
- (C) Typing speed of at least 30 net wpm with no more than 3 errors (typing test required and administered at the Leavenworth Workforce Partnership Center.)
- (D) Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of parts manuals for parts ordering, cross referencing and comparison; Working knowledge of repair terminology used in light vehicles to heavy truck repair.
- (B) Skill in operation of listed tools and equipment; Skill in operating personal computer and standard office software for email, reporting and record keeping; Skill with software related to fleet management and related activities.
- (C) Ability to establish and maintain effective records and files with precision and accuracy; Ability to maintain high level of organization of supplies, records, etc.; Ability to maintain effective accounting procedures; Ability to calculate discount percentages and analyze and recommend purchases based upon cost and utilization factors; Ability to carry out assigned projects to their completion; Ability to multi-task and work independently, with little supervision; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors, supply representatives and the public; Ability to read, write, comprehend and speak fluent English.

DESIRABLE QUALIFICATIONS

- (A) One year experience in the inventory and supplying of parts field for small and heavy duty vehicles and equipment.
- (B) Previous experience or familiarity with Garage Operations/Fleet Maintenance software.
- (C) Possess, or ability to obtain, CDL endorsement and maintain for duration of employment.

TOOLS AND EQUIPMENT

Motorized vehicles, common hand tools, Personal computer, including e-mail, word processing, spreadsheet and data base software; 10-key calculator; copy machine; fax machine; printer; scanner; multi-line telephone system, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and bend, stoop and reach with hands and arms. The employee frequently is required to drive a motor vehicle, walk and sit. The employee is required to hear and speak on a frequent basis.

The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in and out of the weather with constant trips between vendors and the Municipal Garage. Within the Garage the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles.

The noise level in the work environment is moderately noisy.

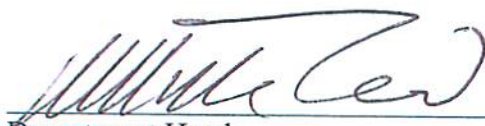
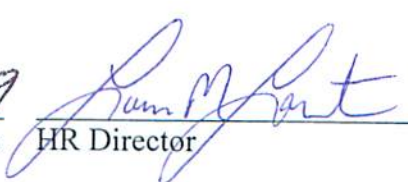
SELECTION GUIDELINES

Formal application, review of qualifications/education and experiences; testing which may include: physical agility test; written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

	9-12-19		9/12/19
Department Head	Date	HR Director	Date