

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 110

CLASSIFICATION: Automotive Parts Supervisor

DEPARTMENT: Public Works

CLASS DEFINITION: Under minimal supervision, locates, orders, stocks and issues parts and supplies for the Fleet Maintenance Division.

DISTINGUISHING CHARACTERISTICS:

This single position class is characterized by full responsibility for stocking, or being able to obtain without delay, a wide variety of parts needed in the repair of automobiles, trucks and gasoline and diesel-powered construction equipment.

SUPERVISION RECEIVED AND EXERCISED:

Makes work assignments, reviews work in progress and completed work. Provides input into the performance evaluation process. Does not hire, fire or discipline.

Works under technical supervision of the Fleet Superintendent who outlines assignments and periodically reviews work in progress and completed work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Duties and responsibilities include, but are not limited to, the following:

Plan, assign, supervise and evaluate the work of subordinates; train new employees in the procurement, storage and issuance of replacement parts and assemblies; participate in selection and disciplinary proceedings.

Analyze frequency of purchases to determine which parts shall be stocked and which shall be obtained locally as needed; coordinate with Shop supervisors and Technicians to ensure that all routinely-needed items are stocked; analyze historical inventory data to take advantage of quantity discounts; set stock levels for parts to ensure optimum availability; develop automated inventory procedures to assist in the capture and analysis of inventory, vendor, and cost data.

Research parts catalogs to locate needed parts or assemblies; negotiate with vendors to obtain best price and warranty terms; maintain vendor and volume data for use in negotiating prices; place order after determining best source.

Determine stock obsolescence or surplus, and arrange for disposition; negotiate with vendors for return of items for credit, replacement or repair.

Receive sample parts, locate serial number and finds item in parts catalog; search for parts that can be modified to accommodate old equipment when replacement parts are no longer available.

Determine if used assemblies should be rebuilt for stock or discarded; negotiate with vendors to obtain highest core value.

Ensures the completion of cyclical physical inventory; maintains, updates, and adjusts automated inventory data.

Maintain storeroom safe and clean.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Responsible experience working in an automotive parts room to include inventory management and auto parts purchasing.

Knowledge of: Automobile, truck and equipment parts and supplies, storekeeping procedures, purchasing procedures, record keeping, basic arithmetic, and computer based inventory systems.

Ability to: Identify and order appropriate automobile and equipment parts; conduct research of parts, supplies and vendors; make sound judgments; deal diplomatically with vendors and City purchasing staff; supervise assigned employees; make mathematical calculations, use a personal computer and related software including inventory systems; communicate clearly, both orally and in writing, write clear and accurate reports; establish and maintain records and files; establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of, or ability to obtain a valid California Driver's License by date of appointment.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents may be exposed to smoke, fumes, gas, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Work in inclement weather.

Physical Conditions: to the nature of work assignments, incumbents must be able to use both hands, arms, and legs; stoop, bend, and lift and carry up to 50 pounds; requires speaking, hearing, and the ability to communicate clearly by telephone.

OTHER:

FLSA Designation: Non-Exempt

Unit Designation: Anaheim Municipal Employees Association (A.M.E.A.) - General Unit

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Document Number: CS3043
Former Job Class: Automotive Parts Coordinator
Revised: 3/1978 – S. Eisenberg
Revised: 4/1997 – V. Kilmurray
Revised: 6/1998 – V. Kilmurray
Revised: 2/2002 – V. Kilmurray
Revised: 2/2009 – B. Ramirez
Former Document Number: CS1743