

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PARTS SUPERVISOR **GRADE:** 9

TITLE ABBREVIATION: PARTS SUPERVISOR **TITLE NO.:** 6475

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE(2)

DEPARTMENT: PUBLIC WORKS **DIVISION:** GARAGE

SUPERVISOR'S TITLE: GARAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves managing the parts inventory for heavy road construction equipment, snow removal equipment, tractors, chippers, mowers, and small equipment such as chain saws and hand-held landscaping equipment maintained by the Public Works garage. The incumbent provides technical assistance in bid preparation and evaluation, procures parts, and maintains the inventory in compliance with County and General Municipal Law. General supervision is received from the Garage Manager, with latitude allowed for independent judgment within defined parameters. Supervision is exercised over parts personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Order, receive and maintain inventory of parts for road construction equipment such as loaders, bulldozers, graders, blacktop rollers, cranes, sweepers, and light to heavy duty trucks;
2. Order, receive and maintain inventory of parts for snow removal equipment, material spreaders, agricultural tractors, chippers, mowers and chain and demolition saws;
3. Provide assistance in bid preparation by furnishing specifications; evaluate bids received;
4. Fabricate hydraulic hoses to maintain supply for use as needed in equipment repair;
5. Operate Fleettracker system to update and maintain parts information;
6. Interview vendors and solicit proposals for service, repair and rental contracts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of methods and practices used in procurement, receipt, storage, and issuance of parts, tools and supplies for automotive, highway and small equipment repair and maintenance; thorough knowledge of effective methods of inventory control; good knowledge of automotive and heavy equipment repair; ability to operate a computerized parts inventory system; ability to prepare and evaluate bid specifications; ability to communicate effectively both orally and in writing; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from High School or possession of a high school equivalency diploma plus three (3) years of experience in automotive and/or heavy equipment parts services; OR
- (B) Graduation from High School or possession of a high school equivalency diploma and satisfactory completion of a two-year vocational course in automotives plus one (1) year of experience as defined above.

NOTE: Must possess **at time of appointment** and maintain a valid driver's license.

ADOPTED: 7/10/97 lc
REVISED: 10/27/03AG