



City of Tempe

FLEET PARTS SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	279	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$32.799038
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$44.278846
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Warehouse Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Fleet Services Manager or from other supervisory or management staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of increasingly responsible experience in automotive, heavy equipment and parts stores work, including experience in supervision and computerized inventory systems.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Automotive Service Excellence (ASE) certification is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, organize and coordinate the operations within the equipment auto parts storeroom; and to perform a variety of technical tasks relative to implementing an equipment and auto parts storage program.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Plan, prioritize, assign, and review the work of staff involved in activities in the auto parts storeroom; supervise the daily operations of the storeroom;
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications to parts warehouse operations and policy regarding: stock levels, turnover, parts availability, cyclic, obsolete or inactive inventory, hazardous materials, etc.; prepare various reports on operations and activities; plan and implement proper warehouse operation procedures; develop and implement procedures for ordering, receiving, storing, and issuing parts, equipment, tools and supplies;
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Answer questions and provide information to the public and other departments and divisions; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Determine minimum and maximum inventory levels; examine competitive bidding practices for parts; keep informed of market conditions and new products; supervise and participate in development of bid specifications; solicit and analyze bids; review contracts and purchase orders; maintain contact and negotiate with vendors; make award of purchase; evaluate vendor performance;
- Monitor parts contracts and pricing on an ongoing basis to ensure lowest purchasing expenditures; monitor parts allocation budgets for Fleet and using departments. Notify and report to Fleet manager of any issues or potential overages;
- Control inventory of Fleet shop equipment and tools; recommend replacements or identify needs for new shop tools and equipment;
- Process in-house repair orders for inventory; assist with completion of invoices and receiving copies; supervise the verification, extending and posting of invoices to proper accounts;
- Coordinate annual inventory process; assume responsibility for inventory reconciliation; oversee the disposal of obsolete inventory through public auction; oversee the maintenance of inventory security;
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate with other City departments regarding cost centers, purchasing procedures, contracts, inventories and requisitions;

- Oversee the operations of the computerized information system; supervise the filing system maintenance for inventory control management;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data and benchmark Tempe's parts warehouse functions against other local and national fleets in order to align with Tempe's public works goal of being the Phoenix area valley leader in all areas;
- Assist staff at parts counter and throughout the parts room as needed;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.
- Move heavy objects with forklifts, dollies, etc.
- Operate city vehicles such as trucks, vans, sedans, etc.
- Use power tools such as drills, floor scrubbers.
- Use tools such as hammers, wrenches, shovels, etc.
- Climb stairways, ladders and work on elevated structures.
- Traverse uneven surfaces.
- Work in a stationary position for considerable periods of time.
- Operate computers, calculators and other office machines.
- Considerable reading and close vision work.
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours.
- Operate city equipment such as forklift.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised March 2011 (added ASE certification is preferred)</i> <i>Revised September 2013 (job title change, updated job duties & physical/mental requirements)</i> <i>Revised November 2016 (update physical/mental activities)</i></p>