CITY OF LA PORTE
PARTS MANAGER
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY GRADE: 017**

DEFINITION

To oversee the parts supply section of the Equipment Services Division including ordering, receiving, recording and storing parts and supplies; to prepare work orders for repairs; and to provide responsible technical assistance to other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Equipment Services Supervisor.
General supervision is provided by Equipment Services Superintendent.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Order, receive, record, store and issue all parts and supplies for the maintenance and repair of automotive and other equipment.

Conduct inventory on all parts and supplies to ensure adequate supply.

Initiate work orders including posting parts and prices; prepare a variety of requisitions and forms, and request and post purchase order numbers on documents.

Maintain a variety of non-inventory supplies including electrical items.

Contact vendors for specifications and prices for inventory items and specialty parts.

Monitor and operate two way radio equipment as necessary.

Maintain parts manuals for all equipment used.

Notify other departments of preventive maintenance schedule.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office; sitting; standing; walking; sorting; squatting; twisting body; grasping; crawling; climbing; seeing; reading; decision making; lifting and carrying up to 50 pounds; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operating a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Practices, parts, materials and terminology used in automotive and heavy equipment repair.
Materials, methods, practices and equipment used in vehicle maintenance and repair.
Inventory and record keeping procedures and practices.
Principles and practices of supervision.

Ability to:

Read and interpret parts manuals and specifications.
Communicate clearly and concisely, both orally and in writing.
Take inventory and issue parts as necessary.
Analyze situations and adopt an effective course of action.
Operate a personal computer, telephone, calculator and two-way radio.
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Four years experience performing increasingly responsible purchasing, warehousing, or central storekeeping work in an automotive shop setting and a High School Diploma or GED.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain within 90 days, a valid Texas Driver's License.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date