

## **FLEET SERVICE PARTS LEADWORKER**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible leadership work involving parts, ordering and inventory related activities within the Fleet Service Division. The work involves performing and overseeing the activities of Fleet Service Parts Technicians performing a variety of parts and inventory related activities. Under the supervision of the Fleet Services Operations Manager, the work is characterized by direct responsibility and accountability for the parts needs of the Fleet Service Technicians. There is frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available.

#### Examples of Duties and Responsibilities:

Perform all the work of a Fleet Parts Technician as required.

Direct and coordinate the activity of the Parts Room staff, including Fleet Parts Technicians, and Parts Room Assistant. Prepare daily work plans, communicate assignments to crew members, make daily reports to supervisor and revise plan and assignments as necessary throughout the day.

Enforce departmental and City-wide rules and regulations; report and record employee attendance and adherence to rules and regulations; and follow-up on inappropriate behavior through training or verbal explanation. Monitor the work of employees and report performance problems to supervisor for action.

Evaluate employees on a regular basis and provide feedback to both employees and the supervisor. Provide input concerning the completion of probationary/trial periods.

Perform ordering, receipt and issue activity for centralized parts operations. Manage inventory, stocking levels, parts sourcing and supplies as needed.

Coordinate inventory replenishment needs for satellite parts locations with the Parts Technicians.

Provide training and mentoring of Parts personnel in the use and application of Fleet Service maintenance software system, policies, practices and procedures, City issued credit card, accounting, reconciliation policies and procedures and use of vendor software for parts searches and ordering.

Manage the inventory cycle counting process and procedures. Research discrepancies and take corrective action.

In consultation with the Fleet Service Operations Manager, evaluate efforts and growth opportunities for Parts Technicians.

Perform parts returns from overstock and/or obsolescence.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Working knowledge of vehicle parts systems, nomenclature, ordering procedures and computerized inventory procedures relating to automotive, heavy truck, earthmoving, industrial and related equipment. Working knowledge of stock-handling policies and procedures and related recordkeeping. Working knowledge of computerized perpetual inventory systems involving tracking and reporting capabilities and other software applicable to the areas of responsibility. Working knowledge of related purchasing, cost analysis and budgetary controls relative to a parts operation. Ability to communicate effectively both orally and in writing. Ability to effectively plan, assign and lead the work of employees. Ability to train employees on proper work procedures. Ability to establish and maintain good public and working relationships. Ability to develop and/or improve computerized inventory control systems and parts procurement and handling processes. Ability to prepare correspondence and reports and monitor and process documentation relative to purchasing and accounting transactions. Ability to make arithmetic computations and maintain office records. Ability to use a wide variety of parts catalogs, and the Internet to access information. Ability to generate and analyze data utilizing a computerized inventory system. Ability to prepare recommendations, proposals, reports and related materials. Ability to work independently and to manage time effectively. Ability to perform heavy physical labor associated with moving stock items and other parts room work. Ability to operate a fork lift. Ability to operate a motor vehicle. Ability to maintain adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

Three years of responsible parts clerk experience in a comparable heavy truck, implement, construction, or similar motorized equipment parts department, including at least one year equivalent to that gained as a Fleet Parts Technician with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### Necessary Special Qualifications:

Possession of a valid driver's license.

### Physical Requirements:

Incumbents in this classification must be able to lift 50 to 75 pounds occasionally.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Fleet Service	15	08

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date