



SENIOR PARTS TECHNICIAN

JOB CODE: 60305

PAY GRADE: 10

PAY RANGE: \$37,733 - \$60,374

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, this position oversees the procurement of a large variety of automotive parts and non-stock materials used in the repair and maintenance of agency vehicles, including the identification and sourcing of suitable products. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees the annual purchase of automotive parts and fuel for inventory
- Provides assistance to co-workers in maintaining adequate stock level of parts and supplies; prepares and submits purchase requisitions in the ordering process; issues parts and entering parts issued into computer
- Monitors vehicle maintenance purchasing records/receipts for inventory/audits
- Collects and prepares vehicle crash repair costs for review boards and court testimony
- Coordinates with General Counsel for court appearances and insurance adjusters
- Processes vehicles for auction
- Reviews "P" card (purchase credit cards) purchases
- Records retention and vehicle maintenance repair and payroll documents
- Trains and schedules work of staff, as well as serves as technical advisor to same
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Three (3) years' related experience
- Must obtain ASE Certification in Automotive Parts Certification within twelve (12) months of employment
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Must possess a valid Florida Class E driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of specialized computer software, to include fleet and purchasing menus used daily for submitting requisitions, inventory/audit entries and issuing parts
- Knowledge of Purchasing Division's Policy and Procedures to provide guidance in the ethical practices of procurement
- Knowledge of a wide variety of automotive and truck engine, auto body and electronic parts and services to review estimates to repair damaged equipment and what parts to stock in inventory
- Excellent time management and interpersonal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Visual color discrimination to match or detect differences between colors, including shades of color and brightness
- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally lift up to 75 lbs.
- Continuously bend, reach and twist

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- Frequently squat and kneel
- Occasionally climb