

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR PARTS CLERK

JOB CODE: 60305

PAY GRADE: 8

PAY RANGE: \$30,600 - \$48,960

GENERAL DESCRIPTION

Under the direction of the Fleet Manager, or designee, 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, review of work products, and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversee the annual purchase of automotive parts and fuel for inventory;
- Provide assistance to co-workers in maintaining adequate stock level of parts and supplies; preparing and submitting purchase requisitions in the ordering process; issuing parts and entering parts issued into computer;
- Monitor vehicle maintenance purchasing records/receipts for inventory/audits;
- Collect and prepare vehicle crash repair costs for review boards and court testimony; working with General Counsel for court appearances and insurance adjusters; processing vehicles for auction;
- Review of "P" card (purchase credit cards) purchases;
- Record retention and vehicle maintenance repair and payroll documents;
- Train and schedule work of staff as well as serve as technical advisor to same;
- 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 diploma or G.E.D.
- Three (3) years' related experience
- Must obtain ASE Certification and Automotive Parts Certification within 12 months of employment
- A score of 80% on a basic skills test
- Must possess a valid Florida Class E driver's license

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 Department'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
- Time management
- 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 100 lbs.
- Continuously bend, reach, and twist
- Frequently squat and kneel
- Occasionally climb