

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PARTS TECHNICIAN

<b>JOB CODE: 60300</b>	<b>PAY GRADE: 08</b>	<b>PAY RANGE: \$33,762 - \$54,019</b>
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### GENERAL DESCRIPTION

Under the supervision of the Fleet Manager and the direction of the Senior Parts Technician, this position oversees the inventory control system and the procurement of all shop stock and non-stock material requirements, including the identification and sourcing of suitable products and the processing of stock and non-stock requisitions and purchase orders. The position works with vendors to repair equipment and issues parts. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains adequate stock level of parts and supplies;
- Prepares and submits purchase orders and requisitions in the ordering process;
- Issues parts, enters data into the computer;
- Performs a variety of related functions, to include but not limited to:
  - Inspecting and photographing damage to vehicles;
  - Working with General Counsel and Risk Management for court appearances;
  - Working with insurance adjusters for claim estimates and processing vehicles for auction;
- Updates and maintains automated parts/supplies inventory program, including maintaining vendor files and files of damaged vehicles;
- Verifies and receives invoices for goods and supplies;
- Maintains and updates invoice log;
- Conducts annual and spot inventories of parts rooms and bulk oil inventories;
- Coordination and disposal of solid and liquid regulated materials;
- Provides assistance to others, to include receiving, routing, and dispersing telephone calls and messages;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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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, you may be required to report to work.

This list is not intended to be all-inclusive. 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. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND one (1) year automotive part related experience
- Data entry accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of current automotive inventory software programs, to include fleet, communications, and purchasing menus used for daily data entries
- Knowledge of the Purchasing Division's Policy and Procedures to provide guidance in the ethical practices of procurement
- Knowledge of vehicle components necessary to accurately define required parts when performing vehicle accident damage assessments
- Knowledge and experience of the automotive parts industry to properly identify and stock the required inventories
- Excellent time management and interpersonal skills
- Ability to safely and efficiently operate a forklift
- 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
- Frequently squat and kneel
- Occasionally climb