

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR PARTS TECHNICIAN

JOB CODE: 60305

PAY GRADE: 10

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

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

- 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;
- Review of "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;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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 work.

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. Dept. of Education or licensed as a degree



granting institution by the Commission for Independent Education AND three (3) years' related experience

- Must obtain ASE Certification in Automotive Parts Certification within 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
- Frequently squat and kneel
- Occasionally climb