

PARTS MANAGER/SERVICE WRITER

GRADE 26

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical and technical work in writing service requests, work orders and procuring parts for the repair and servicing of automotive, construction and specialty equipment; does related work as required. Work is performed under regular supervision. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing service repair orders; securing prices and parts; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Orders and receives parts from vendors; issues parts to mechanics.
- Monitors inventory levels of parts, equipment, fuel, supplies or other materials; ensures adequate inventory levels to conduct work activities; initiates request for new/replacement parts/materials.
- Reviews contracts and bid procedures.
- Prepares or completes various forms, reports, correspondence, work orders, maintenance records or other documents.
- Greets customers and vendors.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of data; makes corrections; utilizes fleet management, database or other software programs.
- Reviews and signs weekly purchase orders; writes specifications for parts contracts.
- Posts daily fuel tank readings; resets computerized fuel keys; runs fuel transaction reports; orders fuel for fueling stations.
- Sets up tire mounting services with vendor; arranges sublet repairs.
- Attends safety committee meetings and conducts division safety meetings.
- Maintains and updates material safety data sheets.
- Maintains tire storage area; coordinates storage and relocation of bus/vehicle tires; restocks incoming orders of tires and rims.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the repair and maintenance of automotive and construction equipment; general knowledge of the availability and procurement of automotive and construction and specialized equipment parts and supplies; general knowledge of inventory and related accounting procedures; general knowledge of business mathematics; general knowledge of standard office procedures; ability to operate standard office equipment and personal computer; ability to establish and maintain effective working relationships with other employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in parts procurement and service writing in the automotive field.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.