



AUTO INVENTORY SPECIALIST

234

Jamestown
1607

DEPARTMENT: General Services/Fleet and Equipment Maintenance

NATURE OF WORK:

Performs responsible technical work maintaining and controlling inventory for Fleet and Equipment Maintenance. Exercises considerable initiative and independent judgment in completing assigned duties to ensure the safety and operability of County-owned equipment. Duties are performed under supervision of the Fleet and Equipment Maintenance Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Maintains automated parts inventory system; inputs data into computer system; determines stocking level, reordering parts as needed; follows up on parts orders with vendors; prepares purchase requisitions; maintains log files; maintains and closes purchase orders.

Maintains accurate inventory of parts and supplies; determines arrangement of stock in warehouse; checks in shipments of stock ordered against invoices; distributes parts to mechanics as needed; conducts manual inventories as needed; ensures security of parts storeroom.

Answers telephones and assists visitors and customers; notifies user departments of vehicle status.

Works with vendors and contractors to locate specified parts.

Orders and receives fuel shipments and tickets; maintains accurate fuel receipts; inputs information into fuel inventory system.

Maintains accurate records of County vehicle titles, registration, license plates, and other Department of Motor Vehicles (DMV) requirements.

Responds to emergency calls after normal working hours.

Performs administrative duties, including typing memos and reports; maintains calendar for the Fleet Maintenance Administrator.

Identifies need for and prepares training for staff in the use of various chemicals, fluids, and other parts.

Is considered essential personnel as outlined in the County Disaster Plan.

Moves boxes of parts and supplies; places parts and supplies in the proper location in the warehouse area.

Maintains a high level of neatness and cleanliness in the parts area.

Picks up parts from local vendors as necessary.

Processes incoming unscheduled customer service requests on a daily basis.

Maintains a neat, orderly, and up-to-date key control system for all County vehicles.

Assumes responsibility, with the Fleet Maintenance Administrator and Lead Technician, for the security of James City County State Inspection stickers.

Receives and ships packages for supplies, automotive equipment, and parts.

Maintains computerized inventory and parts catalog systems for parts and fuel.

Maintains the Material Safety Data Sheets for materials used at Fleet Maintenance. Obtains additional sheets as necessary.

Monitors radio systems to respond to calls for vehicle assistance.

Sets and disarms Fleet and Equipment Maintenance building security and fire alarms.

Identifies and documents obsolete parts; prepares lists for sale at County auction.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in the office/warehouse area of Fleet and Equipment Maintenance.

Operates computer keyboard, telephone, fax, and copy machine. Operates forklift and wheel dolly to unload and move supplies. Operates floor scrubber. Requires the ability to travel among various work sites.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of automated inventory control system procedures, storeroom, warehouse, and purchasing procedures pertinent to automotive service.

Knowledge of OSHA Rules and Regulations pertaining to haz-mat program.

Knowledge of County purchasing policies and procedures relating to the acquisition and disposal of automotive parts and accessories.

Ability to organize, store, and retrieve a wide variety of automotive parts and supplies and to maintain accurate records.

Ability to make mathematical computations accurately.

Ability to establish and maintain effective working relationships with County employees, suppliers, and vendors.

Ability to operate and understand the various data processing systems used in fleet management and inventory control systems.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and extensive experience working with an automated inventory control and fleet management system; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer criminal history and sex offender record check.

Requires a post-offer physical.

Requires the ability to travel among various work sites.

Possession of a valid Virginia Driver's License.

Date: June 2009

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Auto Inventory Specialist

Position Number: 234

Department: General Services

Division: Fleet and Equipment Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓			✓	
Push/Pull						✓	✓		
Hold/Carry					✓			✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit				✓				✓	
Walk			✓					✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			