

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34816
Job Class Code:	790	Salary Schedule:	ASRREQRPR
EEO Category:	06	Grade:	16
Workers Comp Code:	8380		
Job Code Established:	04/05/91	Effective Date:	04/05/91
Job Code Revised:	08/01/02	Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Series

JOB CODE TITLE: EQUIPMENT PARTS EXPEDITOR

HRIS TITLE: EQP PARTS EXPEDITOR

CHARACTERISTICS OF THE CLASS: Works under limited supervision of an Equipment Parts Supervisor or an Equipment Shop Supervisor, in accordance with established policies/procedures. Has the authority to maintain an inventory of parts/supplies needed to complete routine service/repair projects; purchase non-stock parts/ supplies, up to \$500, using purchase order drafts; open/close work orders for service/repair of vehicles/heavy equipment assigned to shop and maintain equipment management system records; research and prepare appropriate paperwork for purchasing parts/supplies with a cost greater than \$500; accept/reject delivery of incoming parts/supplies; may supervise shop in absence of supervisor. Performs a variety of skilled parts supply/procurement activities in support of a full service vehicle/heavy equipment maintenance/repair operation by locating and procuring non-stock parts/supplies and filling mechanics' requests. Picks up parts/supplies from vendors. Work product consists of Incoming parts, supplies, and equipment received, reconciled, recorded, and stocked; mechanics' requests filled accurately and in a timely manner; non-stock parts/supplies ordered/ purchased; adequate stock available to meet operating needs and located in appropriate bin/shelf; correctly prepared purchase documents; inventory control system updated/ maintained; work orders opened/closed. Responsible for filling mechanics' requests for parts/supplies accurately and in a timely manner; maintaining an adequate inventory of parts/supplies to complete routine service/repair projects; opening/closing work orders and maintaining service records for vehicles/heavy equipment in assigned fleet; purchasing needed parts/supplies and maintaining an inventory control system; preparing periodic reports.

EXAMPLES OF DUTIES: Files mechanics' requests for parts/supplies by identifying requested parts/supplies from descriptions, researching/recording official parts number (for stock items), locating/purchasing non-stock items and assigning a parts number to these items, pulling stock items from inventory, and pricing out the requisition. Locates/procures non-stock parts/supplies by researching statewide parts network, state contracts, local vendors, and other resources, identifying appropriate part/substitute, negotiating most favorable price/delivery schedule, and preparing purchase order draft (under \$500) or appropriate purchasing documents (over \$500). Enters parts/supply inventory control data and equipment service/repair data into appropriate databases to update/maintain equipment management system records. Determines/maintains appropriate inventory levels for stock parts/supplies based on past usage and projected needs. Receives deliveries of parts, supplies, and/or equipment, checking items received against invoices, requisitions, bills of lading, and/or related documents to ensure correct quality, quantity, and type of item. Stock shelves/bins with parts/supplies, checking to ensure that items are correctly identified/coded and placed in the appropriate location. Picks up parts, supplies, and/or equipment from vendors. Identifies surplus/obsolete parts and supplies. Takes physical inventories of stock on a periodic basis. Supervises shop in absence of supervisor. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: parts research procedures, including the use of manufacturers'/aftermarket vendors' catalogs, cross-reference systems, and related parts indexing/substitution resources; the makes/models of vehicles/heavy equipment used by the employing organization; local parts supplies/jobbers and suppliers/

jobbers likely to stock unusual, little used, and/or highly specialized parts, supplies, and/or equipment; vendors under State contract for various parts, supplies, and/or equipment; the Arizona Procurement Code and related policies/procedures as applied to the purchase of vehicle/ heavy equipment repair parts, supplies, and/or equipment; the operating principles of a wide variety of mechanical, electrical, electronic, and hydraulic systems found in automotive/heavy equipment; recordkeeping/inventory control procedures/practices; parts warehousing/supply safety procedures.

Skill/Ability to: determining parts/supplies needed from mechanics description; using manufacturers'/aftermarket vendors' catalogs, cross-reference systems, and related parts indexing/substitution resources to identify, locate, and procure parts needed to complete service/repair projects on a wide variety of vehicles/heavy equipment; checking incoming parts/supplies against invoices, bills of lading, original order, and/or related documents; maintaining inventory control records and preparing periodic reports; opening/closing work orders and maintaining equipment management system records; using a personal computer to maintain records and generate reports.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. A medical/physical evaluation is required prior to appointment. Three years of experience in an automotive/heavy equipment parts supply operation involving responsibility for receiving, stocking, and issuing a wide variety of automotive/heavy equipment parts/supplies. At least two years of this experience must have included some responsibility for researching/ordering automotive/heavy equipment parts/supplies; OR one year as an Equipment Parts Specialist. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.