

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34817</b>
<b>Job Class Code:</b>	<b>790</b>	<b>Salary Schedule:</b>	<b>ASRREQRPR</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>18 B</b>
<b>Workers Comp Code:</b>	<b>8380</b>		

<b>Job Code Established:</b>	<b>04/05/91</b>	<b>Effective Date:</b>	<b>04/05/91</b>
<b>Job Code Revised:</b>	<b>08/01/02</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Equipment Maintenance and Repair

**JOB CODE TITLE:** EQUIPMENT PARTS SUPERVISOR

**HRIS TITLE:** EQP PARTS SPV

**CHARACTERISTICS OF THE CLASS:** Works under general direction of an Equipment Parts Manager, Equipment Shop Supervisor or other administrative supervisor, in accordance with established policies/procedures. Has the authority to maintain sufficient inventory of parts/supplies to meet operating needs; purchase non-stock parts/supplies, up to \$500, using purchase order drafts; obtain quotes and prepare paperwork to requisition/purchase stock/non-stock parts, supplies, and/or equipment up to \$10,000; accept/reject delivery of incoming parts/supplies; recommend specifications for parts, supplies, and equipment; assign/evaluate the work of subordinate staff; train subordinate staff. Supervises subordinate staff involved in the operation of a central equipment parts supply/warehousing facility which serves as the hub for a statewide parts supply network. Responsible for determining minimum/maximum stock levels and reorder points for all stock items to ensure an adequate inventory to meet operating needs; projecting parts, supplies, and equipment needs based on past usage and anticipated activities; requisitioning/purchasing stock and non-stock items; preparing periodic reports; updating/maintaining computerized inventory control data base; assigning/evaluating the work of subordinate staff; training subordinate staff. Work product consists of adequate stock available to meet operating needs; correctly prepared purchase documents; timely distribution of parts, supplies, and/or equipment to outlying facilities; incoming parts, supplies, and equipment received, reconciled, recorded, and stocked/distributed; computerized inventory control data base updated/maintained; minimum/maximum stock levels and reorder points established for all stock items; mechanics' requests filled accurately and in a timely manner.

**EXAMPLES OF DUTIES:** Locates/procures stock/non-stock parts, supplies, and/or equipment by researching state contracts, local vendors, manufacturers, aftermarket vendors, and other resources, identifying appropriate item/substitutes, negotiating most favorable price/delivery schedule, and preparing appropriate purchasing documents. Determines appropriate minimum/maximum stock levels and reorder points for stock parts, supplies, and/or equipment based on past usage and projected needs. Assigns/evaluates the work of subordinate employees. Trains subordinate staff in parts supply/warehousing procedures/practices, equipment management system procedures, and general stores/warehousing safety practices. Enters parts/supply inventory control data into appropriate database and generates periodic reports from the data to update/maintain equipment management system records. Identifies surplus/obsolete parts and supplies for removal from inventory and disposal. Takes physical inventories of stock on a periodic basis. Monitors activities of out-state parts facilities. Performs related work as required.

**WORK CONDITIONS:** Possible exposure to noise, dirt, grease, and temperature extremes; may require some travel to out-of-state facilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the basic principles and practices of employee supervision and training; the Arizona Procurement Code and related policies/procedures as applied to the purchase of vehicles/heavy equipment repair parts, supplies, and/or equipment; vendors under State contract for various parts, supplies, and/or equipment; recordkeeping/inventory control procedures/practices; the operating principles of a wide variety of mechanical, electrical, electronic, and/or hydraulic systems found in automotive/heavy equipment; parts research procedures, including the use of manufacturers'/aftermarket vendors' catalogs, cross-reference systems, and related parts indexing/substitution resources; local parts suppliers/jobbers and suppliers/jobbers likely to stock unusual, little used, and/or highly specialized parts, supplies, and/or equipment; parts warehousing/supply safety procedures.

**Skill/Ability to:** supervising and training subordinate employees; researching needed parts, supplies, and/or equipment using manufacturers'/aftermarket vendors' catalogs, cross-reference systems, and/or related parts indexing/substitution resources; determining minimum/maximum stock levels and reorder points to ensure an adequate supply of parts, supplies, and/or equipment needed for routine maintenance/repair activities; checking incoming parts, supplies, and/or equipment against invoices, bills of lading, original order documents, and/or other related documents; updating/maintaining a computerized inventory control data base and generating periodic reports from this information; establishing and maintaining effective working relationships.

**SPECIAL SELECTION FACTORS:** Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. Four years of experience in an automotive/heavy equipment parts supply operation involving responsibility for researching/ordering automotive/heavy equipment parts/supplies; OR Two years as an Equipment Parts Expediter. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.