

## **JOB DESCRIPTION**

**DEPARTMENT:** Highway

**POSITION:** Parts Supervisor (Salary Range 2, Admin Pay Plan)

**POSITION PURPOSE:** Oversees and manages the ordering, maintaining and upkeep of parts and supplies for mechanical and vehicle maintenance purposes. Provides assistance to the Shop Superintendent and may occasionally, oversee Shop operations in the absence of the Superintendent.

### **MAJOR DUTIES:**

1. Maintains inventory of all parts and supplies required for mechanical and operations maintenance functions within the department.
2. Keeps and makes detailed paper and computer records and reports pertaining to parts inventories, uses and needs.
3. Under the Superintendent, acts as shop purchasing coordinator. Prepares purchase orders for all supplies and parts as needed for the repair and maintenance of county vehicles and equipment.
4. Works closely with the highway office manager, shop superintendent and others on parts inventory issues, financials and purchasing related to parts and shop operations.
5. Performs other duties as assigned by Supervisor.

### **GENERAL QUALIFICATIONS:**

1. Thorough knowledge of the parts and supplies involved in repairing and maintaining trucks & vehicles, construction equipment and highway operations.
2. Ability to work effectively and productively with co-workers, parts suppliers, vendors and others.
3. Basic knowledge and experience in inventory control, government purchasing and government budgets.
4. Good knowledge of methods, materials and practices in maintaining and repairing construction equipment, trucks, mobile equipment and small vehicles.
5. The successful candidate will possess a valid Commercial Drivers License with Class A or B and Tanker endorsement by the completion of their 6 month probationary period.
6. Computer knowledge and expertise with MS Office Suite Programs and the ability to work with and generate reports and records concerning parts and shop related financials.
7. High school diploma or GED required. College coursework in accounting or inventory management preferred, the County will consider candidates with sufficient practical experience so as to have acquired the appropriate level of knowledge and job skills.
8. Experience in the functions of the department such as operating trucks and equipment along with some practical mechanical experience preferred.
9. Possession of a valid driver's license.

### **PHYSICAL QUALIFICATIONS**

1. Ability to work outside in all temperature ranges and weather conditions for extended periods of time.
2. Ability to perform occasional strenuous or heavy physical labor as needed.
3. Ability to work in uncomfortable positions or tight spaces, standing, kneeling or stooping as needed.

\* January 2013 -> Add new position (Parts Supervisor) - Job Description Attached

# HIGHWAY



