

CITY OF SALINAS

EQUIPMENT INVENTORY TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SEIU / K09

DEFINITION

To order, receive, store, issue, and maintain inventories of vehicle, equipment and building parts, supplies, accessories, tools and equipment; prepare and monitor vehicle, equipment maintenance and repair records; research and requisition items for issue to mechanics and other material users; may coordinate fleet management duties for a specific department or division; inspect parts, tools, and repairs by outside agencies, to ensure correctness and quality; may perform and inspect minor mechanical work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the equipment maintenance series. Incumbents perform duties independently with minimal supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Division supervisor. Exercises functional supervision of lower level personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Orders, receives and maintains equipment parts, accessories, supplies and special tools to be used in the maintenance, service and repair of the City's vehicles, equipment and building facilities. Issues and distributes parts and supplies. Determines availability and cost of parts and estimates delivery time. May coordinate fleet management activities for an individual department or division. Receives and fills requisitions for specialized orders. Maintains and utilizes ongoing listings of purchase orders. Arranges and coordinates pick-up and delivery of orders. Maintains continuous contact with inventory suppliers and vendors, and/or outside vehicle and equipment repair sources. Researches and locates resources for non-standard parts, special tools, collision repair and parts fabricators. Determines the appropriateness and/or feasibility of substituting parts and equipment on the basis of knowledge of interchangeability of such items. Obtains bids from vendors for specialized products and repairs. Identifies and selects parts and tools as described and requested by mechanics, building maintenance and custodial staff and other users. Rechecks request lists to ensure completeness and accuracy of items being ordered; inspects parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification model or parts number. Prepares or completes requisitions and purchase orders. Maintains a comprehensive manual or computer record system on parts, tools and supplies; accounts and analyzes records for quality control. Takes periodic parts room inventory, oil supplies inventory and establishes desirable minimum supply levels on the basis of operational needs. Perform minor repair or installation of related parts and equipment. Coordinates parts equipment and supply requisition, receipt and billing with City's Purchasing Office. Determines, schedules and arranges delivery, location and layout of stock in storage areas. Maintains storage areas in a clean and orderly condition. Keeps abreast of new parts and product lines within the vehicle and building parts and equipment industry. Researches and negotiates costs; and provides or passes on related information to mechanics and supervisors. Performs inventory control; establishes order points; checks and reconciles records with appropriate inventory listings and records; reports discrepancies to the supervisor. Utilizes parts catalogs and repair manuals and tracking system for parts maintenance and control. Maintains service, warranty, fleet rental, equipment and supply inventory, vehicle maintenance and related records and filing systems. Drives trucks as required; completes, prepares and maintains routine forms, documents and reports; prepares brief statistical summaries and reports. May cross-train other employees in job duties. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed materials, MSD Sheets with no color deficiencies; hearing sufficient to conduct in person and telephone

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conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 45 lbs. and occasionally up to 75 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Ability to work in environment with loud equipment noise levels.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time. Climb and bend as required for the stocking of shelves and receipt and delivery of inventory. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Parts, tools, accessories and equipment used in the maintenance and repair of gasoline, and diesel powered vehicles and equipment; and general building materials. Basic product research and data analysis techniques. Standard vehicle and equipment repair and maintenance procedures and terminology. Stock and inventory control methods, including requisitioning, receiving, storing and issuing. Record keeping and filing systems development and maintenance. Operation of standard warehouse and storeroom equipment including calculators and computers. General purchasing procedures.

Ability to:

Develop and implement inventory control procedures. Understand and follow oral and written instructions. Exercise independent judgment and initiative under general supervision. Prepare and maintain a wide variety of accurate records and reports. Establish and maintain effective relationships with those encountered in the course of the work. Gather and evaluate technical data and make logical recommendations based on comparative analysis.

Skills to:

Develop and maintain parts, equipment and supply inventories containing general and specialized items. Perform routine preventative maintenance and repair of vehicles and equipment. Physically or mechanically lift and move items of various weights and sizes into appropriate storage and use areas. Operate computer hardware and software used to develop and maintain parts, equipment and supply inventories, and vehicle maintenance records.

License or Certificate:

Must possess a valid California Class C Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade/GED; and four (4) years journey level experience ordering, purchasing, storing, recording and issuing regular and specialized vehicle, equipment and/or building maintenance parts, supplies and/or repairs; some experience in vehicle maintenance and repair.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____