

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FLEET PROCUREMENT SPECIALIST

JOB CODE: 60310

PAY GRADE: 15

PAY RANGE: \$47,663 - \$76,262

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager or designee, this position oversees the procurement and purchasing of agency vehicles, automotive parts and non-stock materials used in the repair and maintenance of agency vehicles. The position assists with the management of fleet vehicles and the development of vehicles needs in accordance budgetary guidelines. Work includes the identification and sourcing of suitable vehicles and products via State contracts and vendors. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Procures of all agency vehicles, parts and fuel for inventory
- Establishes all upfitting needs pertaining to the parts and equipment needed for the upfitting of all patrol, specialty, and administrative vehicles
- Requests and review all quotes related to all Fleet procurement requirements
- Provides assistance to co-workers in maintaining adequate stock level of parts and supplies
- Issues parts and entering them into the database
- Monitors vehicle maintenance purchasing records/receipts for inventory/audits
- Collects and prepare vehicle crash repair costs for review board and court testimony
- Coordinates with General Counsel for court appearances and insurance adjusters
- Processes vehicles for auction
- Reviews and enters vehicle and part purchases into the Purchasing System
- Maintains records retention and vehicle maintenance repair and payroll documents
- Trains and schedules work of staff, as well as serves as technical advisor to same
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Four (4) years' related experience in large scale buying
- Or equivalent combination of education and experience
- Must obtain ASE Certification in Automotive Parts Certification within twelve (12) months of employment
- Data entry accuracy score of 80%
- Must possess a valid Florida Class E driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of large scale purchasing methods and procedures in commodity areas and of the laws, rules and regulations effective in the County and State governing the purchase of commodities and services
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement and budgeting
- Knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by departments
- Knowledge and experience in inventory management and control principles and practice
- Ability to maintain detailed records and to perform a variety of related data entry tasks
- Knowledge of specialized computer software, to include fleet and purchasing menus used daily for submitting requisitions, inventory/audit entries and issuing parts
- Knowledge of Purchasing Division's Policy and Procedures to provide guidance in the ethical practices of procurement
- Knowledge of a wide variety of automotive and truck engine, auto body and electronic parts and services to review estimates to repair damaged equipment and what parts to stock in inventory
- Knowledge and understanding of bid specifications as it relates to parts and vehicles
- Knowledge of contracts for purchasing vehicles and parts pertaining to State of Florida contracts, Florida Sheriffs Association contracts and other vendor contracts to include: automotive dealerships and automotive parts retailers
- Excellent time management and interpersonal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist