

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PARTS TECHNICIAN

JOB CODE: 60300

PAY GRADE: 50

PAY RANGE: \$37,553 - \$46,003

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, this position oversees the inventory control system and the procurement of all shop stock and non-stock material requirements, including the identification and sourcing of suitable products and the processing of stock and non-stock requisitions and purchase orders. The position works with vendors to repair equipment and issues parts. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains adequate stock level of parts and supplies
- Prepares and submits purchase orders and requisitions in the ordering process
- Issues parts, enters data into the computer
- Performs a variety of related functions, to include but not limited to:
 - Inspecting and photographing damage to vehicles
 - Working with General Counsel and Risk Management for court appearances
 - Working with insurance adjusters for claim estimates and processing vehicles for auction
- Updates and maintains automated parts/supplies inventory program, including maintaining vendor files and files of damaged vehicles
- Verifies and receives invoices for goods and supplies
- Maintains and updates invoice log
- Conducts annual and spot inventories of parts rooms and bulk oil inventories
- Coordinates and disposes solid and liquid regulated materials
- Provides assistance to others, to include receiving, routing, and dispersing telephone calls and messages
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- 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
- One (1) year automotive part related experience
- Or equivalent combination of education and experience
- Data entry accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current automotive inventory software programs, to include fleet, communications, and purchasing menus used for daily data entries
- Knowledge of the Purchasing Division's Policy and Procedures to provide guidance in the ethical practices of procurement
- Knowledge of vehicle components necessary to accurately define required parts when performing vehicle accident damage assessments
- Knowledge and experience of the automotive parts industry to properly identify and stock the required inventories
- Excellent time management and interpersonal skills
- Ability to safely and efficiently operate a forklift
- 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:

- Visual color discrimination to match or detect differences between colors, including shades of color and brightness
- 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 lift up to 75 lbs.
- Continuously bend, reach, and twist
- Frequently squat and kneel
- Occasionally climb