



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Parts Purchasing Clerk	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: 5
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Supports the Auto Mechanic Supervisor and Mechanics by performing procurement and inventory control of equipment and vehicle replacement parts.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists with determining quality and quantity of inventory;
- Maintains computerized standard stocking quantities of shop inventories;
- Works with auditors and appropriate personnel to ensure accurate inventory compliance;
- Purchases and maintains control of materials and invoices;
- Follows policies and procedures of Public Works environmental program;
- Follows all applicable OSHA safety guidelines;
- Confers with supervisors and auto mechanics to establish specific description of requested repair parts;
- Consults and confers with vendors to obtain and provide market information to the Equipment Department;

- Assists with establishing procedures to receive and disperse all stock and other items to requisitioning departments;
- Provides parts information pricing necessary to assist in preparation of the Equipment Maintenance budget;
- Answers telephones and takes messages;
- Picks up and returns repair parts as necessary;
- Maintains competent computerized vendor purchasing information by assigned asset number and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, procedures and systems used in vehicular and equipment repair parts purchasing;
- Computer applications including Microsoft Word and Excel;
- Ability to learn procedures and systems used in governmental purchasing;
- Ability to develop procurement procedures and programs which will result in most efficient use of City funds;
- Ability to understand and carry out oral and written instructions;
- Organizational skills and;
- Ability to establish and maintain effective working relationship with employees, vendors and others; prepare and maintain clean and concise records.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to High School diploma or GED equivalency degree supplemented by experience in inventory control and purchasing practices.

SPECIAL REQUIREMENTS:

Position requires a valid driver's license with a good driving record. The employee is required to wear safety equipment deemed necessary and follow all applicable department's safety, environmental and OSHA policies. May be required to work occasional evenings and week-ends during inclement weather to support mechanics.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This position requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires stooping, standing, walking, pushing, pulling, lifting, reaching, climbing on ladders, comprehending and keying data; vocal communication is required to express or exchange ideas by means of the spoken

word and convey detailed and/or important information to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written and computer data, determining the accuracy and thoroughness of work, observing general surroundings and activities, use of vehicles and equipment; the worker is subject to noise, hazards and is exposed to some varying degrees of weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

No supervision responsibilities

EXAMPLES OF EXPECTED DECISION MAKING:

When and where to order parts, what parts to inventory and what parts to special order, interpretation of purchasing regulations.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Equipment Parts Purchasing Clerk will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019