**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: April 26, 2019**

**Vacancy No: 054-19**

**Position Title: Parts Specialist**

**Division / Section: Public Works / Fleet Services**

**Position Status: Full Time; Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Tuesday-Saturday; Weekends may be required; Hours: 6AM – 5:30PM; Shifts Will Rotate**

**Salary Range: $16.8886 - $18.9152 per hour DOE**

**Closing Date: May 17, 2019**

Actively supports and upholds the City’s stated mission and values. Performs responsible purchasing and warehousing duties associated with obtaining parts and services for the City’s diverse vehicle and equipment fleet. Under direct supervision from the Fleet Manager and/or Fleet Supervisor, the Parts Specialist exercises initiative, independence, and technical skills in daily activities, and provides operational assistance to the Buyer in the acquisition of parts and supplies. The Parts Specialist is accountable to the Fleet Manger for the day-to-day activities of warehousing and inventory.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies, but may assist with reporting requirements, as assigned.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* SDS Responsible for OSHA compliance in the maintenance of SDS applicable inventory, both electronically and hard copy.
* Researches vendors and suppliers for automotive parts, shop supplies, and services needed for the maintenance of the City's equipment and vehicle fleet.
* Facilitates the requisition of parts and supplies for technician repair orders. Receives and inspects equipment parts received against packing slips and specifications, authorizes, processes invoices for payment.
* Enters purchasing inventory and vehicle maintenance data into the computer and makes edit checks of computer-generated data.
* Generally, is responsible for inventory stocking levels, return of obsolete parts, and the day-to-day operations of the parts warehousing operation.
* Under the supervision and direction of the Fleet Manager and/or Fleet Supervisor, may be responsible for periodic inventories of the parts warehouse using proper accounting procedures.
* Advises and answers questions from other departments regarding purchasing equipment parts and services.
* Assists the Buyer in meetings with sales persons and vendors and in negotiating pricing and delivery on parts and services for the City’s Fleet equipment needs.
* Under the direction of the Mechanic Supervisor and/or Mechanic Lead-worker, may schedule repairs through commercial vendors. Responsible for tracking equipment and vehicle warranty claims including returning defective parts, recovering Fleet Services labor charges, and tracking warranty claims to completion.
* Coordinates with scheduling contract services such as accident repairs and other services with vendors.
* Maintains records on hazardous waste disposal, used oil, and other related records.
* Assist in the research and acquisition of discontinued and obsolete parts and supplies through the internet and established network of contacts. Other duties as assigned.

**MINIMUM REQUIREMENTS**

* High School diploma or G.E.D.
* Two years’ responsible experience in parts purchasing and warehousing, including basic knowledge of vehicles and heavy equipment parts.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* ASE Parts Specialist Certification in medium/heavy truck.
* College, automotive vocational certification, accounting, purchasing, or related field training.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Ability to obtain Automotive Service Excellence (ASE) parts specialist in medium and heavy-duty truck parts certification within two (2) years.
* All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona. All Emergency Service Employees, except those holding a position in Fire, will arrive at the assigned or emergency work location within one (1) hour from notification to report to duty.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to work 12-hour shifts during snow operations, including weekends and holidays, as assigned.
* May be required to work swing shift or varied hours if required.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Considerable knowledge of parts purchasing, warehousing and inventory procedures.
* Thorough knowledge of OSHA HAZCOM procedures.
* Considerable knowledge of standard tools, materials, supplies, services and equipment used for a wide and diverse light and heavy equipment and vehicle fleet.
* Ability to make arithmetical computations with speed and accuracy.
* Ability to organize and maintain accurate inventory records.
* Ability to track cost of parts/supplies, appropriate billing procedures, and maintenance of adequate inventory levels.
* Working knowledge of established purchasing procedures.
* Ability to exercise sound judgment and technical knowledge in the ordering and receiving of automotive and heavy equipment parts in accordance with actual needs.
* Ability to communicate, coordinate and work cooperatively with other departments and vendors.
* Working knowledge of personal computers.
* Ability to research and procure specific parts including those needed to maintain and repair specialized or outdated vehicles and equipment.
* Ability to establish and maintain effective working relationships with vendors, sales people, technicians, and other city personnel including appropriate, timely, and effective communication practices.
* Working knowledge of basic office procedures and equipment.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is frequently required to use hands to finger/handle/feel; reach with hands and arms; climb or balance; and talk or hear. The employee is regularly required to stand; walk; and sit; stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear.
* The employee must frequently lift and/or move up to 10 pounds; regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
* Vision requirements for this position include close vision, color vision, and ability to adjust focus.
* Working conditions include frequent exposure to wet or humid conditions; working in high, precarious places; and fumes or airborne particles. The employee is occasionally exposed to work near moving mechanical parts; outdoor weather conditions; extreme cold or heat; risk of electrical shock; and vibration.
* The noise level in the work environment is usually loud.

**CLASSIFICATION INFORMATION**

* Range 6, B-2-2, FLSA non-exempt

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**