

FLEET SERVICES PURCHASING SPECIALIST

DEFINITION

To purchase, receipt, store, issue and deliver automotive and public works equipment parts, supplies, tools and hardware; to maintain parts inventory and equipment maintenance files through automated equipment management system; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Shop Supervisor or Fleet Services Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Orders, purchases and receives supplies, materials, equipment and services from a variety of sources and vendors.

Maintains a Fleet Services parts room adequately stocked with automotive and equipment parts, supplies, tools and hardware (i.e. tires, fuel, air wrenches, hydraulic cylinders, acetylene and oxygen, etc.).

Maintains fuel and lubricant inventory.

Completes quote sheets and computes and types purchase orders.

Consults appropriate vendors and receives and analyzes quotations and bids for relative prices and consistency with specifications.

Interviews vendors in regard to purchasing and selling operations, types of material required, specifications, complaints and problems arising in connection with purchases; maintains records showing current information on purchases completed and sources of supply; answers and initiates correspondence relating to purchasing.

Negotiates terms and conditions with vendors.

Recommends purchases based on evaluation of comparative costs, quality of product or service, quantity and availability.

LANE COUNTY

Fleet Services Purchasing Specialist (continued)

EXAMPLES OF DUTIES (con't)

Assists Fleet Services and other Public Works divisions in the development or preparation of specifications for bids, contracts and public invitations.

Processes requisitions, purchase orders and invoices to insure timely and efficient flow of goods, services and vendor payments.

Uses equipment management system to maintain and update equipment maintenance files including repair orders and equipment parts inventory.

Unpacks, sorts and stores items systematically on shelves, in bins or other storage areas; organizes surplus materials.

Issues stock; prepares billings; may complete activity reports as required.

Performs pickups or deliveries by hand or in a light truck.

Performs a variety of general clerical and record-keeping duties; prepares required reports; operates a variety of office machines.

Operates a computer terminal to input and retrieve data.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, principles and practices of purchasing materials, supplies, equipment and services.

Automotive and construction equipment parts and terminology.

Sources of supply, methods of securing prices and quotations, and proper forms of specifications.

Laws and regulations applicable to purchasing operations.

Contractual agreements, policies and procedures as applied to bids and purchasing.

Products, services and vendors available in the community.

General quantity, quality and types of materials and equipment used by Fleet Services.

LANE COUNTY
Fleet Services Purchasing Specialist (continued)

Knowledge of: (con't)

Inventory control systems and the receipt and storage of materials, supplies and equipment.

Record-keeping practices and procedures as applied to the receipt, storage and issuance of supplies.

Modern office practices and procedures including business correspondence, filing, record-keeping, and standard office equipment and computer terminal operation.

Ability to:

Plan, organize and conduct technical and specialized purchasing activities involving a variety of automotive and public works equipment, supplies, tools and hardware.

Evaluate goods and services based on price, quality and quantity.

Represent the County while evaluating vendors, goods and services.

Effectively coordinate the purchase of goods to coincide with inventory cycles.

Negotiate with vendors.

Analyze and evaluate received goods to determine if specifications have been met.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a computer terminal to input and retrieve data.

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Work Environment:

Duties are performed in the Public Works Fleet Services Division equipment repair shop complex. Work requires bending, climbing, kneeling, lifting up to 50 pounds, pulling, pushing, reaching, standing, and walking. A reasonable amount of driving is required.

LANE COUNTY
Fleet Services Purchasing Specialist (continued)

Experience and Training

Training: Equivalent to an Associate degree from an accredited college in business, accounting, automotive technology or a related field.

Experience:

Three years of responsible purchasing experience involving acquisition of a wide variety of materials, supplies, automotive parts, equipment and services, or experience as a parts manager in a high volume parts supply setting.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements

Possession of a valid Oregon driver's license at time of appointment.

De minimus changes updating work being performed in this classification approved by County Administrator and HR Manager 3/25/05.