

SENIOR FLEET SERVICES PURCHASING SPECIALIST

DEFINITION

To assist the Fleet Services Supervisor and Shop Supervisor in daily administrative and technical tasks; to coordinate the purchase, receipt, storage, issue and delivery of automotive and public works equipment parts, fuel, supplies, tools and hardware; to coordinate the maintenance of parts inventory and equipment files through automated equipment management system; to coordinate the computerized logging and scheduling of vehicle and equipment service; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fleet Services Supervisor or Shop Supervisor

Exercises technical and functional supervision of assigned staff.

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

Confer with County employees and other government agency employees about needed repair work; determine the nature of mechanical problems; prepare work orders; respond to service inquiries; implement requested work order changes; coordinate parts-on-order status; post Fleet technicians' comments to work orders, review parts posting for accuracy and post labor and audit for accuracy.

Sort service orders daily to determine work completed or not completed; ensure accuracy and correctness of entries on service order hard copy and on computer.

Log and compute Mechanic's time for service orders; post recorded time allocations to computer; run reports to ensure Mechanic's time is completely logged.

Create equipment repair documents for shop operations and record keeping.

Provide technical assistance to assigned Fleet employees.

Review parts postings for accuracy, reconcile work orders for use in Fleet Services financial statements and compile labor reports for budget purposes.

LANE COUNTY
Sr. Fleet Services Purchasing Specialist (continued)

EXAMPLES OF DUTIES (continued)

Oversee vendor selection and communication.

Update and modify fleet management software as necessary.

Order, purchase and receive supplies, materials, equipment and services needed.

Maintain records of price agreements and vendor contracts.

Develop specifications for bids, contractors and public invitations for Fleet Services and other Public Works divisions.

Coordinate shop and purchasing training.

Conduct research, compile and analyze data and prepare reports.

Generate reports as requested by management, user departments, and other agencies.

Clear monthly overhead accounts for vacation, sick leave, training, tool repair, etc.; open new accounts.

Close monthly non-vehicle and other agency accounts and initiate billings on reimbursable accounts.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Automotive and construction equipment parts and terminology.

Laws and regulations applicable to purchasing operations, contractual agreements; policies and procedures as applied to bids and purchasing.

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

Basic principles of supervision, training and performance evaluation.

LANE COUNTY
Sr. Fleet Services Purchasing Specialist (continued)

Knowledge of: (continued)

Basic knowledge of automotive/heavy equipment repair.

Principles and practices of effective customer service.

Modern office procedures, methods, computer equipment and software.

Ability to:

Communicate with internal and external customers to determine the nature of the mechanical problems and provide a work order that can easily be understood by a technician.

Work under pressure and manage multiple tasks simultaneously.

Coordinate and prioritize the activities of staff and outside vendors.

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

Negotiate with vendors and evaluate goods and services based on price, quality and quantity.

Understand, interpret and apply department policies and procedures, laws and regulations applicable to purchasing operations.

Provide technical and functional supervision in assigning, scheduling and monitoring the work of assigned staff.

Operate a computer terminal for input and retrieval of data.

Assemble and analyze data and prepare summaries, reports and recommendations.

Maintain accurate and current records.

Establish and maintain effective working relationships.

Communicate clearly and concisely, both orally and in writing.

LANE COUNTY
Sr. 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:

Four years of responsible purchasing and customer service experience in an automotive/heavy equipment environment. Experience as a service writer is desirable.

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