



LANE COUNTY  
C039  
Established 07/01/92  
Updated 03/25/05

## FLEET SERVICES PURCHASING SPECIALIST

**CLASS SUMMARY:** 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:** Receives direction from the Shop Supervisor or Fleet Services Supervisor.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Orders, purchases and receives supplies, materials, equipment and services from a variety of sources and vendors.
2. 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.).
3. Maintains fuel and lubricant inventory.
4. Completes quote sheets and computes and types purchase orders.
5. Consults appropriate vendors and receives and analyzes quotations and bids for relative prices and consistency with specifications.
6. 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.
7. Negotiates terms and conditions with vendors.
8. Recommends purchases based on evaluation of comparative costs, quality of product or service, quantity and availability.
9. Assists Fleet Services and other Public Works divisions in the development or preparation of specifications for bids, contracts and public invitations.
10. Processes requisitions, purchase orders and invoices to insure timely and efficient flow of goods, services and vendor payments.

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11.	Uses equipment management system to maintain and update equipment maintenance files including repair orders and equipment parts inventory.
12.	Unpacks, sorts, and stores items systematically on shelves, in bins or other storage areas; organizes surplus materials.
13.	Issues stock; prepares billings: may complete activity reports as required.
14.	Performs pickups or deliveries by hand or in a light truck.
15.	Performs a variety of general clerical and record-keeping duties; prepares required reports; operates a variety of office machines.
16.	Operates a computer terminal to input and retrieve data.

**Knowledge of** (position requirements at entry):

- 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.
- 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.

**Skills in** (position requirements at entry):

- 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.

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**Training and Experience** (positions in this class typically require):

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

**Licensing Requirements** (positions in this class may require):

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

**NOTE:** This position is represented by Lane Co Assoc. Local 626.

**Classification History:** De minimus changes updating work being performed in this classification approved by County Administrator and HR Manager 03/25/05.  
FLSA Status: Non-Exempt