

City of Dunedin, Florida
Class Description

JOB TITLE: Fleet Inventory Technician
Public Works and Utilities Department
Fleet Services Division

GENERAL STATEMENT OF JOB

Under supervision, orders, stocks and maintains parts and supplies for the Fleet Services Division necessary to maintain fleet operations. Maintains HTE system and related records as it pertains to inventory control. Works as Mechanic I as needed. Reports to the Division Director of Fleet.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Orders parts, supplies, materials and equipment for the Fleet Services Division necessary to maintain fleet operations.

Obtains competitive price quotations from vendors.

Prepares purchase requisitions, blanket orders and maintains procurement card records.

Picks up/purchases/returns parts as required.

Receives, codes and shelves ordered stock.

Coordinates and conducts inventory of stock and fuel. Conducts periodic HTE cycle counts.

Maintains inventory and invoice records.

Fleet Inventory Technician, Fleet Services Division

Maintains a clean and orderly stockroom and other work areas.

Performs inventory control maintenance on the HTE system and issues stock from inventory.

Makes suggestions for changes to inventory items.

Monitors radio base station and forwards road call work orders to appropriate personnel.

Remains on call after hours, several times a year and some holidays for the Fire Department and the Solid Waste Department.

Assists with welding projects as needed.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required including general office duties.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in business or related field with five years of experience in auto parts procurement.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fleet Inventory Technician. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent bookkeeping, clerical, coordination, and interpersonal skills. Knows how to perform duties in a courteous manner and with the utmost integrity in the best

Fleet Inventory Technician, Fleet Services Division

interest of the public. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to use Microsoft Word and Excel computer programs.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, typewriter, telephone, adding machine, forklift, pallet jack, etc. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has knowledge of and skill in the use of modern office practices and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information, as well as communication skills with vendors.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages. Has knowledge of basic mathematics.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks.

Situational Reasoning: Requires the ability to exercise the judgment required

Fleet Inventory Technician, Fleet Services Division

in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 100 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Public Works & Utilities Director

Date