

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Partsroom Technician

Class Code: 21152

Pay Grade: GG

A. Purpose:

Manages a regional inventory of parts and supplies by overseeing a central purchasing and disbursement center, implementing and monitoring purchasing procedures, keeping current records of inventory received and issued, and maintaining an inventory of parts and supplies at lowest cost without losing quality to ensure timely and cost-efficient response to repair needs and adequate supplies to maintain operations.

B. Distinguishing Feature:

Partsroom Technicians manage regional partsrooms and inventories, and monitor the inventories of highway maintenance units and roving mechanics located in the region. Partsroom Assistants order, receive, store, and issue equipment parts, and engineering and maintenance supplies; and keep records.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides parts and supplies for a region to ensure continuity of operations.
 - a. Orders engineering supplies as requested by area office staff.
 - i. Gets bids.
 - ii. Follows through to get stock on shelves before construction season.
 - b. Plans pre-seasonally to stock high turnover parts such as mower parts and cutting blades for snowplows.
 - c. Estimates supply needs and conveys information to state central purchasing offices before bids are let.
 - d. Coordinates with other state and local agencies to include their part and supply orders.
 - e. Orders and keeps parts and supplies on hand that meet immediate needs.
 - f. Researches most cost-effective vendor sources and purchasing procedures.
2. Compiles and records equipment data to create and maintain histories of all equipment.
 - a. Reviews new equipment.
 - i. Identifies parts where generic or other substitutes may be used.
 - ii. Negotiates with dealers and vendors to stock parts.
 - b. Maintains data on existing and aging equipment.
 - c. Updates and maintains equipment and parts manuals.
 - d. Keeps a cross-referencing system of alternative parts and supplies.
 - e. Monitors equipment turnover and phases out parts.
3. Monitors regional inventories to compile information on movement of parts and supplies, prevent overstocking, and ensure that parts and supplies are properly secured.
 - a. Reviews invoices against cargo.
 - b. Ensures products are added to computer inventories and storeroom shelves.
 - c. Processes orders from units and other agencies, ensuring that warehouse issue forms are completed and coded appropriately, and computer files are updated.
 - d. Monitors computer inventory lists.

- e. Oversees and conducts annual inventories of regional partsrooms and peripheral storage areas.
 - f. Recommends and implements security measures.
4. Develops and implements warehousing and partsroom techniques to ensure accessibility and security of parts and supplies, and safety in storage and handling.
 - a. Categorizes parts and supplies.
 - b. Ensures proper storage to prevent falling and tipping.
 - c. Ensures safe storage and handling of hazardous and flammable materials by providing a separate, controlled environment; and training staff in proper handling methods.
 - d. Ensures that filled fire extinguishers are in place.
 - e. Controls partsroom access and implements security techniques on storage areas.
 5. Ensures that records are complete and correct to maintain the integrity of inventories.
 - a. Reviews warehouse issue forms.
 - b. Reviews invoices and vouchers and recommends payment.
 - c. Ensures that work orders are opened and closed appropriately.
 6. Monitors fuel levels and buys fuel to maintain an adequate supply for operations and other state agencies who use department fuel services.
 - a. Monitors computer fuel system printouts to determine condition and quantity of fuel.
 - b. Orders diesel and gasoline.
 - c. Blends diesel fuels for weather conditions.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Equipment Shop Foreman. Does not supervise.

E. Challenges and Problems:

Challenged to maintain an adequate inventory of parts and supplies and not have more than is needed on the shelves. This is difficult because each unit with an inventory has different equipment and repair needs. Also challenged to find the most beneficial procedures and sources from which to buy the best quality stock for the least amount of money. This is challenging because it requires a lot of research, comparison shopping, and bargaining. Further challenged to know the parts and parts terminology on a wide range of equipment with an equally wide range of designs.

Problems encountered include keeping track of incompatible parts and what can be used as replacements; getting required bids in a timely manner; keeping the billing system straight when several agencies are involved; maintaining and updating parts and equipment manuals for as long as the equipment exists, sometimes for many years; and keeping up with the paper work.

F. Decision-making Authority:

Decisions include what parts and supplies to keep on hand that meet immediate needs without keeping a stagnate inventory; what parts and supplies to order to meet seasonal needs; balancing time for research and bartering against productivity; how to order and issue parts in the most effective way; whether invoices are correct and how to correct invoice problems; which vendors to buy from; what substitute parts are acceptable; when to order fuels; and measures to make inventories secure.

Decisions referred include who has priority on parts and supplies; and whether premium prices should be paid to avoid downtime.

G. Contact with Others:

Daily contact with vendors and suppliers to buy parts, get bids, order repair work; with contracted vendors to order supplies; with equipment technicians, mechanics, and engineering staff to order parts and supplies; with delivery services for shipping and handling; and with maintenance units to take orders; weekly contact with other state agencies and local governments to process requests for supplies;

H. Working Conditions:

Partsroom Technicians work in a partsroom, often within an equipment shop. Duties involve exposure to fumes, chemicals, and petroleum products; and lifting large and/or awkward items, repetitively, or overhead.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- partsroom, warehouse, or storeroom management;
- motor vehicle parts and resources such as catalogs, computer sites, and vendor resources;
- forms, documentation, and record keeping systems applicable to tracking inventory;
- state purchasing contracts and procedures.

Ability to:

- compile and analyze data on supplies and parts and estimate future needs;
- conduct research, compile and evaluate information, and make a decision;
- bargain;
- organize and prioritize work;
- follow instructions;
- communicate sufficiently to convey information regarding assigned work.