

SUPPLY OFFICER

JOB PURPOSE AND SUMMARY

The Supply Officer orders, receives, stores and issues a variety of automotive parts and road supplies for the County equipment shop and road department via computer program and has principal County responsibility for these activities.

CLASSIFICATION DISTINCTIONS

This is a key position in the Equipment Services job family. Incumbents will work with all positions within the Division, but personal contact will be made most often with the Mechanics, Fleet Supervisor, and vendors. The level of involvement in supervisory matters is small (incumbent may supervise various clerical, delivery, or parts room personnel), however, the incumbent does have some responsibility for assigning work and training employees. In addition, it is the Supply Officers duty to oversee the Shop Assistant when he or she is working in the area. Guidance and supervision will be provided by the Fleet Supervisor.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Determines the number and type of parts and garage supplies which should be stocked as inventory, items.
- Prepares purchase orders for equipment repair parts, tools, inventory stock items, road and bridge materials and supplies. Places orders against opened contracts with approved vendors. Price-shops among suppliers of equipment parts and road materials and submits orders. Locates suppliers and secures bids for special items such as culvert materials, metal material, grader blades, wire rope, and special machinery.
- Receives and checks in parts and supply shipments; verifies quantities against materials order and shipper's packing slip; stocks parts bins and shelves; identifies parts by inventory code; enters receipted goods on inventory records.
- Receives and files mechanic's requests for all types of automotive parts for vehicle maintenance shops; records and accounts for all parts and supplies issued.
- Maintains index of supply sources and purchase prices on vendor purchases.
- Participates in periodic stores inventory; keeps storehouse areas and supplies clean and orderly, is responsible for safe storage and handling of parts and supplies.
- May supervise clerical, delivery, or parts room personnel.

- Maintains petty cash for department.
- Performs other work as required.

QUALIFICATIONS

Education and Experience:

- High school diploma or GED and at least three years of automotive/heavy equipment supply work, at least one of which included parts ordering, issuing, and inventory record-keeping. Ability to identify and distinguish between mechanical parts is desirable.
- Proficiency in working with personal computers, performing data entry and 10 key entry is required.

Knowledge of . . . automotive and construction equipment parts identification by name and general use; vendor pricing and shipping practices; and County purchasing procedures.

Ability to . . . work harmoniously with department employees and vendors; keep, issue, inventory, and requisition records according to established system; and perform occasional physical labor including heavy lifting.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work of this position is accomplished primarily in an office setting. Essential tasks include spending significant portions of the day at a computer terminal, placing telephone calls, using office equipment i.e. fax & copier, maintaining records, and preparing purchase orders. The work involves long periods of sitting, typing, and repetitive reaching for the telephone. Some light lifting may be involved with inventory control and other warehouse activities.

Revised: 3/81, 9/85, 4/89, 2/97

Office use: 8/17/00