

**CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION**

**JOB TITLE:
Fleet & Facilities Parts Specialist**

Job Number: 110800/110810/110820/110830/110840 Date Finalized: 11/18/2020

Service Area: City Administrator	Accountable To:
Service Unit: Fleet & Facilities	Service Unit Manager (or his/her designee)
Mission Statement	
The City of Ann Arbor’s mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary	
Maintain an effective and organized inventory system for Fleet/Facilities Services including; machines, equipment, parts, tools, supplies, fuel and services for operation. Deliver and retrieve vehicles, parts and other materials as needed to ensure the timely repair of the City fleet. Process packing slips, invoices, reconciliation, entry into the City’s financial management software, coding invoices to appropriate cost centers for approval by others. Assist in planning fleet maintenance activities and maintaining the inventory of items needed to perform this work. Maintain effective and organized inventory systems for machines and fuel. Provide maintenance, installation and repair of City equipment, systems and components.	
Duties	
Incumbent may be responsible for, but not limited to, the following duties:	
<u>Essential Duties</u>	
<ul style="list-style-type: none"> • Procuring, receiving, organizing, storing and issuing parts, machines, equipment and supplies (stock and non-stock); ensuring the use of stock and non-stock items is properly accounted while following City procurement policies and procedures • Administration of the computer maintenance management system including but not limited to entering parts and labor costs for equipment and machine repairs • Maintaining the Unit’s physical inventory to include equipment, parts, tools, and supplies • Performing maintenance activities on City equipment including repair and installation • Maintaining supply rooms to ensure that appropriate levels of supplies are consistently available, ensuring business continuity. Inspecting and performing preventative maintenance repairs on equipment • Assisting in movement and strategic placement of machinery or mechanical components • Delivering and stocking of parts, supplies, equipment and material in excess of 50 lbs. per lift without assistance • Delivering parts, supplies, equipment, and materials to worksites in the field in excess of 50 lbs. per lift and up to 450 lbs. per transfer of material • Movement and/or delivery of parts, supplies, equipment, and material to worksites in the field, including retrieving vehicles and equipment or service at off site locations 	

- Incumbent will work in hazardous physical conditions (i.e., confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, and poor ventilation), extreme temperatures, inadequate lighting, and intense noise
- Driving a forklift to unload and lift material
- Maintaining fuel inventory at City fueling locations to ensure appropriate levels of fuel are available for City operations
- Initiating purchase order requests and submitting them according to City procedures
- Assisting in the administration of the computer maintenance management system including but not limited to entering parts and labor costs for equipment and machine repairs
- Maintaining library of equipment manuals, engineering drawings, vendor catalogs and reference manuals
- Coordinating and accumulating materials for repair, project and preventive maintenance work
- Coordinating small maintenance and repair projects
- Reconciling packing slips to invoices, code invoices to appropriate cost centers, enter invoices into the City's financial management system
- Serving as a resource on relevant OSHA regulations

Related Work

- Coordinating and collaborating with other City staff consistent with the City's procurement policies and procedures
- Complying with safety and environmental regulations for hazardous materials
- Following proper safety practices for the use of various hand tools, power tools and test instruments
- Complying with all City of Ann Arbor policies, procedures, guidelines and programs
- Exercising proper safety practices for, but not limited to, storing, handling and transporting compressed gases, chemicals and lubricants and using correct lock-out and tag-out procedures
- Completing work process demonstration and documentation
- Performing related work as assigned

Knowledge of:

- Shipping, receiving and storage methods and practices
- Procurement policies and procedures
- Understanding of machines and tools, including their design, use, benefit and maintenance
- Understanding of maintenance spare parts and equipment for the designated service unit
- Installation, assembly, adjustment and maintenance of a large variety of equipment
- Inventory control, point of supply, catalog procedures, purchasing and requisition procedures
- Computerized maintenance management system operation and software applications
- Organizational methods used in maintaining libraries and inventory
- Input and retrieval of information in financial management systems

Skills and Ability to:

- Ability to work independently
- Communicate through oral and written instruction
- Plan and organize jobs
- Read, interpret, and follow technical manuals, plans and drawings
- Prepare written specifications for procurement of maintenance parts, supplies, materials and services
- Work within the appropriate budget and expenditure accounts
- Use computers and related software applications

Equipment

Basic hand tools, electrical and electronic testing equipment, power tools, shop equipment, safety and personal protective equipment (PPE), motor vehicle and computer. May also include forklifts and other heavy equipment.

Training and Experience (position requirements at entry)

- High school graduate or equivalent (GED)
- 1 year of basic experience in working within purchasing department and/or parts inventory.
- 1 year of experience working with or managing a Computerized Maintenance Management System (CMMS).

Licensing Requirements

- Valid driver's license
- MI Commercial driver's license (CDL) B or the ability to acquire within 6 months of hire

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical requirements for this position are:

- Constant walking, standing, pushing, and pulling
- Regular bending and lifting
- Regular pushing, pulling activities of wheel carts that are loaded with product with a cumulative weight of 450lbs. or greater
- Deliver and stocking of parts, supplies, equipment, and material in excess of 50 lbs. per lift
- The physical ability to safely operate a motor vehicle including heavy machinery, as incumbent may be subject to local and long-distance travel.

Lifting/Force:

0 to 10 lbs.	Frequently
11 to 25 lbs.	Frequently
26 to 50 lbs.	Occasionally
51 to 100 lbs.	Infrequently
Floor to Waist (1" to 41")	Frequently
Waist to Shoulder (41" to 54")	Frequently

Shoulder to Overhead (55" to 85")	Frequently
Total Body Push/Pull	Occasionally
Upper Extremity Push/Pull	Occasionally

Total Body:

Sitting	Frequently
Standing (>steps)	Frequently
Walking (>3 steps)	Frequently
Climb Stairs	Occasionally
Climb Ladders	Occasionally
Driving (Forklift/Vehicles)	Occasionally
Balancing- Slippery, Narrow	Infrequently
Hands Wrist Flexed > 45 degrees	Infrequently
Hands Wrist Ulnar Deviation	Infrequently
Hands Wrist Radial Deviation	Infrequently
Elbows Rotated	Infrequently
Elbows Fully Extended	Occasionally
Pinch Grip	Occasionally
Finger Press > 2 lb.	Infrequently

Description Prepared By

Water Utilities Department, December 2002dew

Revised by Kerry Laycock, August 2004 / Revised 6/09 S. Bahl / E. Kenzie / RMM/Revised 4/12-E.Kenzie/M.Wade/R.Cariano/HR-ADT/Revised 3/26/14-HR Review- AC, AW/ Union approved by Curt Morris 3/28/2014/ Revised AC/AW 7/3/14/Union approved by Curt Morris 7/22/2014

Created Union Progression and updated job description Matt Kulhanek/HR Review-AW, EAJ 9/3/2020/ Legal Review-MR 9/28/2020/Job Description Revised 10/29/2020-HR Review-AW, EAJ/Union Review and approved by Robert Sloan 11/18/2020