



## **JOB DESCRIPTION**

Title: **FLEET INVENTORY CONTROL SPECIALIST/  
MECHANIC ASSISTANT**  
Department: Public Works  
Class Code: 8175  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2000 (Rev. 09/2022)

### **GENERAL PURPOSE**

Under supervision from the Fleet Supervisor, performs a variety of duties in receiving, issuing, handling, and accounting for inventory stock in Fleet Maintenance.

### **ESSENTIAL DUTIES**

- Issues and receives parts from vendors to City employees and mechanics; creates work order documents; confirms that delivered goods match invoices; completes all necessary paperwork for stock items issued, ensuring all invoices are checked and correct.
- Utilizes mainframe computer terminal to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard.
- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually.
- Organizes and maintains stock room and inventory to include housekeeping and security; maintains labeling system on each stock item; manually stocks inventory shelving with stock items received or returned to ensure parts are put into bins and are properly numbered.
- Invoices fuel costs to the various departments throughout the city.
- Occasionally operates forklift and other necessary vehicles and equipment, to properly handle materials being received, issued, stocked, and picked; provide other City departments with forklift operations as needed.
- Shuttles vehicles from other departments to the Fleet Service shops for repair. Includes the shuttle of vehicles from Fleet Services shop to outside maintenance shops within and outside of the Murray area.
- Performs preventative maintenance and basic repairs (ex. tires, oil changes, replaces batteries, etc.) on all department vehicles under the supervision of the Fleet Supervisor.
- Assists with yearly emissions tests for all City Departments.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school or equivalent, the ability to operate a personal computer, a strong understanding of equipment and/or auto mechanics and six (6) months of experience in vehicle maintenance or inventory management.

### Special Requirements

- Must be able to obtain and possess a valid Utah Commercial Driver License within six (6) months after date of hire.
- OSHA required Forklift Certification within six (6) months.
- Toolbox with basic set of mechanic's tools.
- Must obtain and maintain certification for Utah Emission Inspector within one (1) year of hire date.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of inventory control practices; working knowledge of tools, supplies, equipment used in the automotive industry. Working knowledge of computer terminal operation. Considerable knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials; basic knowledge of vehicles.
- Skill in operation of assigned vehicles and equipment.
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications.
- Ability to follow standard safety practices and procedures common to equipment operation work and to maintain accurate records with Fleet Management Program.
- Ability to follow written and oral instructions; ability to communicate effectively both verbally and in writing.
- Ability to advance mechanical skills through training provided.

## **TOOLS & EQUIPMENT USED**

- Forklift, personal computer including database software; motor vehicle, phone, mobile or portable radio, calculator, copy and fax machine.
- Power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment.

## **PHYSICAL DEMANDS**

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

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear; to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually moderately noisy.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_