



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SUPPLY SPECIALIST
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position is responsible for researching, ordering, receiving, issuing and delivering automotive parts and supplies in accordance with with applicable city, state, and federal regulations. Reports to the Parts Superintendent.

ESSENTIAL JOB FUNCTIONS

Researches, orders, receives, and issues automotive parts in accordance with applicable city, state, and federal regulations. Maintains an accurate inventory through the computerized inventory control system. Stocks shelves and verifies outages with the on-hand parts inventory; completes cycle counts and adjusts inventory levels as necessary. Monitors the frequency of parts usage and makes necessary recommendations. Monitors and prepares core returns and parts for return to the vendor. Maintains an accurate inventory through the computerized inventory control system.

Operates a forklift, pallet jack, cart, saw, and cardboard bailer as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Inventory Management – Thorough knowledge of stock and inventory recordkeeping to include safe, effective, and efficient handling and storage of stock, material, tools, and supplies.
- Customer Service – Considerable knowledge of principles and processes for providing customer service.
- Automotive Parts – Some knowledge of automotive parts.

REQUIRED SKILLS

- Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, and representatives from other departments and organizations.

REQUIRED ABILITIES

- Mathematics – Ability to perform basic arithmetic and statistical calculations.
- Communication – Excellent ability to communicate ideas and proposals effectively so others will understand.
- Equipment Operation - General knowledge of equipment practices, operations and capabilities relating to supply operations.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a high school diploma and 2 -3 years of supply, stock, or warehouse experience.

ADDITIONAL REQUIREMENTS

Satisfactory results from a pre-employment medical evaluation; acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, or bright/dim lights.