

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Parts Expediter		
<b>Job Code:</b>	CL5130	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	505	<b>Date Reviewed:</b>	06/27/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs variety of procurement, disbursement, and inventory management tasks. Procures materials, supplies, services and equipment for an assigned department. Uses various inventory control methods to maintain established levels.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Participates in warehouse services and programs of an assigned department, which includes tasks related to ordering, receiving, stocking and issuing parts and materials to staff.
2. Purchases a diversified range of supplies, services and equipment.
3. Investigates new vendor sources, gets quotes and compares prices.
4. Monitors stock records to ensure inventory is within established levels; orders as necessary.
5. Identifies stocking needs and creates purchase orders. Ensures contract renewals are completed.
6. Expedites the delivery of purchased material and makes necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
7. Ensures proper billing. Responds to vendors concerning payments.
8. Performs warehouse facility maintenance.
9. Performs other duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Principles, practices, methods and techniques of purchasing in assigned area including City Services, Equipment Services, Water or other assigned department.
  - Methods and techniques of negotiating with vendors and suppliers.

- Materials, supplies and equipment typically used in assigned area of purchasing.
- Operational characteristics and design specifications for vehicles, equipment or materials in assigned area.
- Methods and techniques of evaluating vehicles, equipment and materials in assigned area.
- Federal, state and local rules and regulations governing a municipal purchasing program.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Principles and procedures of purchasing record keeping and reporting.
- Pertinent Federal, State and local laws, codes and regulations including regulations concerning municipal purchasing.
- Purchasing lead times.
- Parts, services needed for plant operations.
- Contract terms and renewal.
- **Skill in:**
  - Computers and City specific software.
  - Sourcing and inventory control.
  - Organization and time management.
  - Customer service.
  - General construction and repair.
  - Prioritization.
- **Ability to:**
  - Perform purchasing or technical specification writing activities in assigned department.
  - Apply purchasing principles and practices.
  - Negotiate with vendors and suppliers.
  - Prepare and maintain detailed and accurate purchasing records.
  - Interpret, apply and explain City purchasing policies.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED with specialized training in inventory management, accounting, purchasing, or related field and three years of experience in purchasing, sales or inventory control.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

As assigned, possession of, or ability to obtain, an appropriate fork lift certificate.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **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.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.