



JOB DESCRIPTION

Warehouse Technician Fleet Division

Date Prepared: January, 2023

SUMMARY: Under general supervision, maintains the warehouse parts inventory and provides parts, materials and supplies for the City of Victorville's Vehicle and Equipment Fleet.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Research vehicle and equipment parts, materials, tools, and supplies; order parts; obtain quotes for parts and negotiate prices; refer quotes in excess of budget limits to supervisor.
- Receive and record part deliveries; distribute parts as needed or requested; maintain parts inventory and keep records of returns, as needed.
- Perform billing functions, initiate purchase orders, process billable and credit invoices, submit requisitions into MUNIS financials for payment, and resolve accounting and receiving discrepancies.
- Prepare reports; liquid fuels, CNG fuels, and inventory audits.
- Assess low inventory and forecast future needs.
- Perform semi-annual inventory counts or as needed.
- Maintain records of fleet maintenance activities for all City of Victorville Departments.
- Clean and maintain the parts department facility; organize bins, shed, and outdoor storage areas and recycling bins.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School diploma OR GED equivalent; AND two (2) years of experience in parts department operations; Automotive Service Excellence (ASE) Parts Specialist Certification highly desirable.

Knowledge of:

- Principles and practices of inventory management, record keeping.
- Parts and Invoice processing.
- Purchasing and billing methods.
- Modern office methods, procedures and equipment, including personal computers.
- Hazardous materials.
- Safe forklift operation.
- Safety practices and procedures.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Evaluate quality and price of products to judge suitability of application.
- Defining problems, establishing facts, and drawing valid conclusions.
- Record keeping.
- Meeting deadlines.
- Operating a forklift.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees and vendors; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession of a Powered Industrial Truck Operator’s permit (Forklift) or Must be able to obtain a forklift operator’s certification, within 6 months.
- May require a Automotive Service Excellence (ASE) Parts Specialist Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an indoor/outdoor warehouse environment. Sitting, standing, walking, stooping, kneeling, crouching; using hands/fingers to touch objects, tools, parts, or controls. May have some exposure to dangerous machinery, equipment, and extreme weather conditions. May be required to lift and carry items weighing up to 50 pounds and/or utilizing a hand dolly to move up to 160 pounds. Maybe exposed to fumes and loud noise. Must be able to hear in the normal range, with or without correction, stamina to work long hours and overtime if assigned. Must be able to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date