

MOTOR EQUIPMENT PARTS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Motor Equipment Parts Manager is responsible for the inventory control of parts, tools and supplies related to the maintenance of motor equipment used in highway construction and repair. The incumbent maintains accurate records using a computer-assisted system. Supervises the work of Automotive Stock Clerks. Works under the general supervision of the Town Highway Superintendent. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Maintains a computer-assisted inventory of motor equipment parts, equipment and materials;
Contacts vendors, processes bids and orders parts;
Processes incoming stock, checks vouchers and approves payment;
Responsible for base telephone unit use to keep in contact with workers in the field;
Helps to diagnose in-field problems with motor equipment;
Schedules repairs and preventative maintenance for all road vehicles;
Assigns work to Automotive Stock Clerks and provides necessary supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of highway motor equipment and parts;
Good knowledge of procurement practices;
Good knowledge of inventory control;
Working knowledge of computer-assisted inventory systems;
Strong mechanical aptitude and skills;
Good math skills;
Ability to diagnose mechanical problems;
Ability to keep accurate records;
Good oral and written communication skills;
Good supervisory skills;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of experience including two years in motor equipment repair (mechanic) and two years in inventory control. One year of the required experience must have been in a supervisory capacity.

NOTE: Trade school experience in diesel mechanics or heavy equipment maintenance and repair can be substituted for one year of experience in motor equipment repair.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level motor vehicle operator's license.