

Parts Technician I

DEFINITION

This is journeyman position engaged in the ordering, receiving, distribution and inventory control of parts, equipment, tools and other supplies.

Generally duties are performed under the supervision of a Parts Technician II; however, incumbents may be required to exercise limited independent judgment and personal initiative. General instructions, objectives and established procedures govern most aspects of the work; however, employees are responsible, in collaboration with their customers, for assigning priorities and applying proper warehousing methods in their area.

Within administrative guidelines (as amended from time to time) the work involves determining priorities and sources of supply for materials, requisitioning, ordering, receiving, unpacking and inspecting deliveries of materials, this may include reconciliation for price, quantity, quality and damage. Initiative and independence is exercised in contacting vendors, and in the application of proper stock keeping methods.

Deciding to expedite deliveries to meet customer department requirements and coordinating the activities of vendors, courier and delivery companies to meet critical time lines.

Employees are required to maintain suitable warehousing records of materials and to do strenuous manual work over brief periods.

Provides guidance and development to junior staff.

Drives a light truck to pick up and deliver materials when required.

Leads or participates with project activities.

TYPICAL DUTIES*

Receives, issues unloads and records parts, equipment and other supplies.

Meets with customer department personnel to determine priorities and requirements, reads and interprets schematic diagrams, manuals, catalogues, microfiche, lists, etc., to determine materials requirements. Indicates part numbers, description, quantity and codes on Stock Issue and Equipment Repair order sheets.

Within administrative guidelines, determines source of supply, maintains records of requisitions, initiates purchase orders, receives and issues materials and on occasion orders standard items regularly carried in inventory.

Unloads, unpacks, inspects, checks packing slips against stock received loads, moves, stores and records the movements and storage locations of materials within the warehouse and as necessary inputs information on various data bases. As required, expedites the delivery of materials.

Issues or transfers materials to customer department personnel or other warehouse locations maintains appropriate records and inputs information on a database.

Recommends inventory levels be changed, substitutions be made or new items be stocked.

Parts Technician I

Reconcile discrepancies and damage with vendors, trucking and courier companies, Accounts Payable and procurement staffs, as required.

Determines appropriate transportation methods and coordinates pickup and delivery of materials with trucking, courier companies, and vendors. Insures proper packaging of goods prepares bills of lading.

Returns incorrect stock and obsolete parts to appropriate dealers or distributors.

Indicates part numbers, description, quantity and codes on stock issue forms and equipment repair order sheets.

Receives, categorizes and stores reusable stock and salvage.

Performs stocktaking and cycle counts functions, investigates and reconciles discrepancies.

Report safety issues to the Stores Administrator or Parts Technician II.

Insure the security of the warehouse.

Complete house keeping duties to maintain the warehouse in a clean, tidy and safe condition and parts catalogues, microfiche and other reference materials current.

Drives a light truck to pick up and deliver materials when required.

Loads and unloads materials by hand or by the use of a mechanical forklift.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to coordinate work assigned.

Knowledge of mechanical parts, catalogues, distributors and dealers.

Knowledge of inventory control and warehousing practices.

Knowledge of City purchasing and requisitioning procedures.

Proficiency with required computer systems.

Ability to maintain records.

Ability to understand and execute oral and written-instructions.

Ability to establish and maintain effective working relationships.

Physical strength and agility sufficient to perform the work of this class.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Journeyman Partsman Qualification and one (1) year of practical parts or warehouse experience.

Possession of a valid Alberta Class 5 Motor Vehicle Operator's License and must be eligible to hold a City Driving Permit.

Knowledge of WHMIS and MSDS.

Incumbents will be required to complete other training courses recognized by the City of Edmonton.

Incumbents not possessing Journeyman qualification will be placed on a 3 year developmental program.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1339		1340	
Development	1368		1369	
Last Updated:	1998-12			
Previous Updates:				
Originated:				