**Sauk County**

**Position Description**

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| **Department:** | Highway | **Pay Grade:** | B23 | **FLSA:** | R |
| **Date:** | August 2014 | **Reports To:** | Shop Supervisor | | |

**Purpose of Position**

The purpose of this position is to maintain equipment and vehicle parts inventory and related records for Sauk County Highway Department.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Plans parts acquisition. Obtains parts bids and price quotes. Researches parts prices and availability. Prepares requisition orders. Places orders.
* Performs Shop Supervisor duties when needed in absence of Shop Supervisor.
* Maintains and updates parts inventory and records on computer records. Takes comprehensive annual inventory. Prepares inventory reports, monthly billing report. Receives and records invoices. Checks invoices and bills for inventory received.
* Generates reports and maintains records for Department.
* Issues parts to mechanics and other equipment maintenance personnel. Assists mechanics with parts advice.
* Must have knowledge of standard practices, methods, tools and materials used in mechanical trades and the maintenance/repair of light/heavy automotive, construction and maintenance equipment.
* Updates parts catalogues.
* Operates snow and ice control equipment on a limited basis as assigned.
* Regular attendance and punctuality required.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.**

* Ability to use engine analyzer and laptop computer and PC.
* Receives radio calls and records messages.
* Ability to use computers and computer software programs.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with one year parts purchasing and inventory control experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain a commercial driver's license Class A, B, and C with N, endorsements required. Ability to obtain certifications in Federal Mine Safety, First Aid and CPR, Forklift Operator and Sauk County Safety Guidelines.

Must be available for emergency call-in 24 hours a day/7 days a week as requested by supervisor.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

* Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
* Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
* Ability to utilize descriptive data and information, such as regulations, parts price lists, purchase orders, invoices, OSHA bulletins, equipment reports, parts manuals and catalogues, correspondence and general operating manuals.
* Ability to communicate effectively with parts vendors, Highway Department personnel, the general public, delivery personnel.

**Mathematical Ability**

* Ability to calculate percentages, fractions and decimals; ability to calculate ratios; and ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

* Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
* Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria

**Physical Requirements**

* Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools. Ability to operate computer keyboard, calculator, telephone, two-way radio.
* Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
* Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
* Ability to recognize and identify degrees of similarities or differences between characteristics of colors, odors, textures associated with objects, materials and ingredients.

**Environmental Adaptability**

* Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery and/or dust, to work under safe and comfortable conditions.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature Supervisor's Signature

Date Date