

Professionally and compassionately helping people



**PUGET SOUND
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

Parts Specialist

CAREER OPPORTUNITY

RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

Department Overview

- 13 Fire Stations
- 3 Battalions
- 300+ full-time employees
- 26,000 emergency responses in 2018



THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens, with over 26,000 emergency responses in 2018.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 300 employees and an annual budget of nearly \$70 million.

Under the leadership of the Fleet Manager, the Parts Specialist will be a member of the Fleet Division. The Fleet Division serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

CORE VALUES

Be safe. Do your best. Serve with integrity. Take care of each other.

APPLICATION & SELECTION

Application deadline:
February 19th, at 8:00 a.m.

Please apply at:

www.pugetsoundfire.org

SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or

JZager@pugetsoundfire.org



EMPLOYMENT STANDARDS

1. High school diploma, general education degree (GED), or equivalent, supplemented by some college level work or training in administrative support, office management, or a related field.
2. Three (3) years of increasingly responsible administrative and parts procurement experience.

In place of the above requirements, the individual may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities listed above.

COMPENSATION & BENEFITS

The Parts Specialist is represented by Firefighters Local 1747. The annual salary range for this position is: \$57,039 - \$70,419 with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 8 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement
- Tool Allowance

THE IDEAL CANDIDATE

- Become familiar with, follow, and actively support the Department's mission, vision, and value statements.
- Applies quality customer service principles and concepts to assist internal and external customers in a patient, courteous, and tactful manner.
- Demonstrate ability to effectively communicate and work efficiently with others collaboratively.
- Operate within the RFA's procedures and guidelines to professionally represent the department.

EXAMPLES OF DUTIES

May include, but not limited to the following:

- Become familiar with basic Regional Fire Authority policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances.
- Apply quality customer service principles and concepts to assist internal and external customers in a patient, courteous and tactful manner.
- Receives requisitions, order and maintain Fleet Maintenance Facility automotive and apparatus supplies, issue parts, supplies and inventory; track and record all parts transactions into the fleet management software programs and spreadsheets; itemize requisitioned stock, prices the items and charges to appropriate accounts in compliance with established guidelines and procedures.
- Maintain and track inventory records on computer through available fleet management software programs and spreadsheets. Perform periodic physical inventory for reconciliation to computer records and reconciles year-end inventory totals.
- Research cost, vendors, and best source data; contact vendors and suppliers regarding products, availability, pricing and terms; assist in evaluating and awarding purchases to vendors and suppliers. Verifies receipt of invoiced parts, materials and supplies.
- Receive parts and inventory from vendors; verify order for accuracy and completeness of items ordered, pricing and totals; note damaged or incomplete shipments, contact vendors and freight company to correct or resolve problems.
- Pick up and deliver inventory items from vendors & suppliers and assist with picking up and delivering vehicles and equipment for repair from the RFA, contracting agencies, and outside vendors.
- Assist in maintenance of equipment and tool inventory.
- Assists in maintaining and updating computerized apparatus records.
- Assist with the processing of purchase orders, requisitions, expenses, and related forms and documents.
- Receives containers or materials containing potentially hazardous substances, identifies materials and prepares for disposal.
- Keeps storage area or warehouse neat and orderly to maintain a safe work environment; re-arranges storage space.
- Operates selected warehouse equipment, including pallet jack, barrel-dolly, hand truck, etc.
- Issues parts to mechanics; assists mechanics in research of parts availability and source.



PARTS SPECIALIST JOB DESCRIPTION

GENERAL PURPOSE:

Under the direction of the Fleet Supervisor, the incumbent performs a variety of administrative and technical duties related to performing vehicle and apparatus parts supply, inventory functions, and administrative duties in support of the Fleet Maintenance Facility.

Work involves maintaining a computerized inventory of parts for motor vehicles and fire apparatus. Incumbent is responsible for inventorying, stocking, and issuing parts and supplies and/or purchasing assigned or designated parts and services from an approved list of vendors or others as identified. Work is performed with some latitude for independent judgment.

Work duties are performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy. Incumbent may sometimes be required to complete within defined schedules and timelines.

SUPERVISION:

This position reports directly to the Fire Mechanic Supervisor. The Parts Specialist for the Fleet Maintenance Facility is considered a non-exempt employee for FLSA purposes. The work schedule may be adjusted to meet the needs of the RFA. Work may require emergency recall for certain fire and disaster emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Become familiar with, follow and actively support the RFA's mission, vision, and values statements.
- Become familiar with basic Regional Fire Authority policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances.
- Apply quality customer service principles and concepts to assist internal and external customers in a patient, courteous and tactful manner.
- Receives requisitions, order and maintain Fleet Maintenance Facility automotive and apparatus supplies, issue parts, supplies and inventory; track and record all parts transactions into the fleet management software programs and spreadsheets; itemize requisitioned stock, prices the items and charges to appropriate accounts in compliance with established guidelines and procedures.
- Maintain and track inventory records on computer through available fleet management software programs and spreadsheets. Perform periodic physical inventory for reconciliation to computer records and reconciles year-end inventory totals.

- Research cost, vendors, and best source data; contact vendors and suppliers regarding products, availability, pricing and terms; assist
- in evaluating and awarding purchases to vendors and suppliers. Verifies receipt of invoiced parts, materials and supplies.
- Receive parts and inventory from vendors; verify order for accuracy and completeness of items ordered, pricing and totals; note damaged or incomplete shipments, contact vendors and freight company to correct or resolve problems.
- Pick up and deliver inventory items from vendors & suppliers and assist with picking up and delivering vehicles and equipment for repair from the RFA, contracting agencies, and outside vendors.
- Assist in maintenance of equipment and tool inventory.
- Assists in maintaining and updating computerized apparatus records.
- Assist with the processing of purchase orders, requisitions, expenses, and related forms and documents.
- Receives containers or materials containing potentially hazardous substances, identifies materials and prepares for disposal.
- Keeps storage area or warehouse neat and orderly to maintain a safe work environment; re-arranges storage space.
- Operates selected warehouse equipment, including pallet jack, barrel-dolly, hand truck, etc.
- Issues parts to mechanics; assists mechanics in research of parts availability and source.

PERIPHERAL DUTIES:

Performs other related duties as requested by the Fire Mechanic Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment including computers, word processing and spreadsheet programs, such as Microsoft Word and Excel, and computerized asset management systems
- Record-keeping techniques
- Proper telephone techniques and etiquette
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Basic research methods
- Quality customer service principles and practices
- Local vendors and sources of supply
- Basic Regional Fire Authority policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations and ordinances
- Basic occupational hazards and safety precautions applicable to fleet maintenance.

SKILLED IN:

- The use and implementation of computerized asset tracking and management systems
- Developing warehouse work flow and internal parts supply process
- Proper use of telephone etiquette and techniques to properly assist a diverse assortment of inquiries and persons
- Operation of modern office practices, procedures, and equipment including computers, and related software such as word processing and spreadsheet programs, such as Microsoft Word and Excel
- Use of oral and written communication skills
- Analyzing situations accurately and adopting an effective course of action
- Applying common sense and understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations
- Maintaining systems to track and account for all parts, supplies and inventory used at the Fleet Maintenance Facility

ABILITY TO:

- Perform complex and responsible administrative duties with speed and accuracy
- Present ideas and concepts clearly and concisely
- Learn the organization, functions and policies of the RFA and work within the scope of authority outlined
- Establish and maintain cooperative and effective working relationships with others and function effectively as a member of the “team”
- Use interpersonal skills effectively in a tactful, patient and courteous manner
- Work effectively in a structured environment
- Type, ten key, and transcribe accurately at an acceptable rate of speed
- Maintain a variety of complex filing systems, records, and reports
- Read, comprehend, apply and explain departmental policies and procedures as applicable to the operations of the department/division
- Learn to understand the organization, functions and policies of the assigned department/division and work within the scope of authority outlined
- Orally communicate with, present information to, and respond to questions from managers, co-workers
- Add, subtract, multiply, and divide quickly and accurately; compute rate, ratio, and percent; and create graphs and charts
- Apply common sense understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direct supervision and maintain confidentiality
- Plan and organize work to meet schedules and timelines
- Maintain flexibility in work hours as well as work assignments to support the team as a whole
- Monitor and maintain inventory control, take inventory and maintain accurate control systems.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE REQUIRED:

Preferred Education: High school diploma, general education degree (GED), or equivalent, supplemented by some college level work or training in administrative support, office management, or a related field; and

Preferred Experience: Three (3) years of increasingly responsible administrative and parts procurement experience.

Or in place of the above requirements: The incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Customer Service experience is preferred

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, computer, multi-line telephone, fax machine, copy machine, calculator, document binder, and 800 MHz radios.

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.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk or hear; and type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Shop environment; subject to driving from site to site, noise and may be subject to adverse weather conditions; employees in this position may be exposed to fumes and potentially hazardous materials and equipment.