



## FRANKLIN COUNTY JOB POSTING Parts and Service Specialist

<b>Open Date:</b> December 17, 2021	<b>Location:</b> Franklin County Public Works 3416 Stearman Ave Pasco, WA 99301
<b>Close Date:</b> January 16, 2022	<b>Type:</b> Full-Time, Bargaining
<b>Reports to:</b> Shop Supervisor	<b>FLSA Status:</b> Non- Exempt
<b>Salary and Benefits:</b> Grade 13, Starts at \$20.37/Hour; Full Benefits Package	

### SUMMARY

The Parts and Service Specialist facilitates automotive service and repairs by ascertaining performance problems and services requested, verifying customer concerns, and scheduling preventative maintenance. This position opens repair orders, obtains, stores, accounts for, and distributes a wide variety of parts and other supplies utilized for specialized and complex heavy machinery, automotive, and diesel equipment in accordance with departmental policies and procedures.

### ESSENTIAL FUNCTIONS OF THE JOB

- Reviews requisition sheets regarding use of parts and supplies. Obtains quotes, prepares purchase orders, orders and parts and supplies for assigned department, and makes purchases within departmental policies and procedures. Verifies incoming orders against quotes, invoices, and purchase orders, resolving any discrepancies, following up on back orders, logging stock received, and storing items appropriately.
- Assists with the maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to department and County standard practices.
- Performs and maintains physical inventories; determines stock levels for ordering and disposal to assure adequate stock coverage for normal operations. Cleans stockrooms, and ensures supplies are stacked and stored in a safe, efficient, and timely manner.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

### KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to division, department, and County standard practices.
- Proficient knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment.
- General skills in proactive troubleshooting, decision making, and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.

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- General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills in Microsoft Office Suite, and the ability to learn and develop proficient skills in the current County-wide resource planning, and Public Works accounting and resource management software.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: office, and motor vehicle shop or storage environment, around fumes or airborne particles, near grease, oil, vibration, water, dirt, dust, and shavings.
  - occasionally: near moving mechanical parts, and outside in various weather conditions.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to high, higher levels during use of certain tools and tasks.

### **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.

The person in this position must be able to

- spend the following amount of time in an activity:
  - Constantly: use hands, fingers to handle or feel
  - Frequently: talk or hear, operate equipment or tools, reach with hands and arms, push, pull, or balance, stand, walk for extended periods of time; stoop, kneel, crouch, or crawl.
- carry or transport items:
  - constantly: from 1 to 25 pounds
  - frequently: from 26 to 50 pounds
  - Occasionally: between 51 and 100 pounds.
- Have the following vision abilities: depth perception, peripheral vision, the ability to adjust focus, and have clear close and distance vision (from one inch to 20 feet or more).

### **QUALIFICATIONS**

#### **REQUIRED EDUCATION AND EXPERIENCE**

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- High School Diploma, or G.E.D.
- Two years of experience in purchasing and inventory control, with basic bookkeeping and records maintenance.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

**LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid First Aid and CPR Card, or ability to obtain within six months of hire.
- Valid driver's license if driving a vehicle for County business.

**OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:  
Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@co.franklin.wa.us](mailto:hr@co.franklin.wa.us)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.