

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**FLEET PARTS BUYER - 1250**

**DEFINITION:**

Under general supervision, to purchase a wide variety of motive and related parts, goods, or commodities; to manage a motive parts storeroom; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Develops, negotiates, and monitors supplies, parts, vendor contracts, and purchase orders;
- Prepares requisitions for purchase of parts for automotive, construction, and related mechanical equipment;
- Solicits quotations and compares costs of commodities;
- Analyzes departmental motive supply needs and makes recommendations for purchase of equipment and other commodities;
- Prepares and reviews specifications for annual contracts and purchases requiring written bids;
- Recommends revision of long-term contracts, standardization of commodities, or other means to achieve greater value for money expended;
- Analyzes written bids and makes recommendations for the award of contracts;
- Follows-up with vendor orders to ensure that delivery dates and other terms of purchase are met;
- Maintains parts catalogs and vendor price lists;
- Prepares cost estimates of parts required for major equipment overhaul or repair;
- Locates suppliers of items that are difficult to secure and recommends substitute items;
- Arranges with vendors for correction of errors or replacement of defective items;
- Keeps informed on new products and prices;
- Interviews sales personnel and studies catalogs and other sources to secure information in market trends;
- Actively manages a storeroom by adding/deleting stock, ordering stock, and making adjustments;
- Analyzes motive trends for storeroom inventory adjustment and analyzes parts usage reports for cost effective changes;
- Supervises Auto Parts Stock Clerks and other storeroom personnel issuing stock to customers;
- Prepares budget estimates on supplies, parts, and equipment needs;
- Utilizes a variety of computer database software inventory tracking and reporting software for managing vehicle maintenance, work order, and cost tracking;
- Confers with maintenance and repair staff on repair and maintenance parts and supplies, needs, and priorities;
- Maintains and updates computerized records and prepares reports.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** one year of paid full-time experience in the purchasing of motive/fleet parts.