

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET PARTS BUYER SUPERVISOR – 1249

DEFINITION:

Under general supervision, to supervise the purchase of a variety of fleet and motive, goods or commodities; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of Fleet Parts Buyers and subordinate personnel;
- Analyzes parts needs in relation to available monies and cost savings;
- Manages, prepares and reviews contract specifications and purchases requiring written bids for the most efficient and cost saving benefit for the department;
- Analyzes written bids and prepares recommendations for the award of contracts;
- Prepares and analyzes a variety of reports related to expenditures;
- Manages the acquisition of a wide range of fleet and motive parts;
- Performs other duties as assigned.

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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree or equivalent education; **AND** two years of full-time professional journey-level experience purchasing motive/fleet parts. Possession of a valid California Class C Driver License.

- * **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.