

CITY OF PASADENA

Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box 7115
Pasadena, CA 91109-7215

<http://www.cityofpasadena.net/humanresources>

INVITES APPLICATIONS FOR THE POSITION OF: Assistant Parts Technician

An Equal Opportunity Employer

SALARY

\$18.84 - \$22.92 Hourly \$3,265.32 - \$3,973.37 Monthly \$39,183.87 - \$47,680.46 Annually

OPENING DATE: 09/17/09

CLOSING DATE: 10/01/09

THE POSITION

Experience with heavy diesel truck, automotive, light truck and heavy equipment parts required.

Under general supervision, fulfills the lead responsibility and participates in the receiving, storing and issuance of a variety of equipment, mechanic materials, parts and supplies and performs other related duties as assigned.

MUST APPLY ONLINE

ESSENTIAL FUNCTIONS

Fulfills the lead responsibility and participates in the issuance of a variety of equipment, mechanic materials, parts and supplies.

Checks received goods against receipts and purchase orders to insure the correct quantity and quality of items have been stocked.

Directs or assists in the maintenance of a perpetual inventory of stock.

Follows up on back orders.

Inspects parts and equipment received for proper quantity and quality.

Orders parts as needed to maintain adequate inventory levels.

Contacts vendors to expedite material and to price special items and may contact factory representatives and distributors regarding new equipment.

Runs the Parts Shop independently for a period of time each day.

Inputs computer data regarding parts issuances, parts received, substitute parts, issue frequency, failure analysis, time card labor detail for personnel and warranty credit for failed parts or components and maintains other records.

Makes reports of activities.

Turns brake drums and related brake machine operations.

Makes up hydraulic hoses using stock material and fittings.

Dispatches vehicles to be used for parts pick up.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance, such as: two years of recent paid experience in locating, ordering, receiving, issuing and inventorying automotive, heavy equipment, and truck parts and supplies, including experience with computerized inventory systems. Four years of experience, including working with fleet management software are highly desirable.

Knowledge, Skills and Abilities

Knowledge of modern storeroom and inventory methods and procedures; trade names, brands and sources of auto and heavy equipment parts, materials and supplies.

Ability to make mathematical calculations and do clerical work of average difficulty; operate a computer terminal; ability to lift up to 60 lbs.; deal tactfully and effectively with factory representatives, distributors, equipment mechanics, supervisors and members of other departments; communicate effectively; train and lead others in the performance of work.

EXAMINATION

Applicants who appear best qualified based on their application and supplemental application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities. Probationary work period six months.

VACANCIES

There is currently on full time position in the Building Systems and Fleet Management Division of the Public Works Department, which may be filled as a result of this examination process.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

FLSA: Non-Exempt

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofpasadena.net/humanresources>

OR

100 N. Garfield Ave., Rm S135

P. O. Box 7115

Pasadena, CA 91109-7215

Assistant Parts Technician Supplemental Questionnaire

- * 1. Please describe your experience in ordering, receiving, issuing, and inventorying automotive, heavy equipment and truck parts and supplies.
- * 2. Do you possess experience working with computerized inventory systems?
Yes No
- * 3. Please describe your experience working with computerized inventory systems and/or fleet management software.

* Required Question

Important Information

Equal Employment Opportunity: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

Applications: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

Examination Process: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

Salaries: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

Physical Requirements and Special Conditions: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a preemployment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved.

Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination.

The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

Agency Shop Requirements

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

Sliding Classifications and Underfilling Positions: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

Benefits for most Regular Full Time Employees (Benefits vary for parttime and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

veteran's preference points: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDEShare II Program: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

Civil Defense: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

Note: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

Job Line: The City operates a 24hour Job Line number, (626) 744-4600, which lists current job opportunities.

Human Resources Website: www.cityofpasadena.net/humanresources

City of Pasadena's Website: www.cityofpasadena.net

Human Resources Telephone: (626) 744-4366