



## Human Resources

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DATE: January 20, 2021  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: New Job Classification of Asset and Supply Specialist

**RECOMMENDATION:**

**APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF ASSET & SUPPLY SPECIALIST.**

**Background Information**

Fleet Services is undergoing restructuring of their current operations, and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. Fleet Services would like to create this new classification to guide and assist with the requisition and acquisition of parts and supplies within their shop. This new classification has been discussed with the union, and they are agreeable.

**Outline of Duties**

Guide and participate in Fleet Services asset, parts, and supply operations. Assist in the maintenance and operation of the Fleet Information Management System that monitors City assets and Fleet inventory. Collaborate with the Manager, Fleet Services to track and maintain City vehicles and equipment from acquisition to disposition.

**Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Asset & Supply Specialist.

## **ASSET & SUPPLY SPECIALIST**

### **SUMMARY/PURPOSE**

Guide and participate in Fleet Services asset, parts, and supply operations. Assist in the maintenance and operation of the Fleet Information Management System that monitors City assets and Fleet inventory. Collaborate with the Manager, Fleet Services to track and maintain City vehicles and equipment from acquisition to disposition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Guide and assist with the requisition of parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.
2. Investigate new products, equipment, and training. Collect bids and make price comparisons to guide purchases.
3. Perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, and titles.
4. Monitor the City GPS system including account addition and removal, vehicle and user account creation, device registration and activation, geo-fencing, and conflict resolution.
5. In collaboration with the Manager, Fleet Services & the Service Center Supervisor, establish operational procedures and standards for all Fleet employees, and outside users, concerning the Fleet Information Management System.
6. Assist in monitoring operating costs including parts, fuel, lubricants, maintenance, and other expenses as assigned.
7. Assist in preparing, reviewing and monitoring Fleet budget.
8. Process paperwork from all Fleet shop business, including (but not limited to) work orders, parts use, invoices, requisitions and purchase orders.
9. Maintain thorough records of vehicles and equipment acquired for use by the City.
10. Assist in the preparation and documentation of vehicles and equipment for auction.
11. Authorize expenditures and purchase materials within established limits of authority.
12. Provide information relevant to and assist in vehicle and equipment acquisition and disposition.
13. In collaboration with Manager, Fleet Services, assign asset numbers and build asset records in the City FIMS according set standards for all city vehicles, equipment, and attachments.
14. Assist the Manager, Fleet Services in the recommendation, development, and implementation of new or improved operational procedures.
15. Monitor and administer fuel card maintenance including creation, replacement, and termination of fuel cards, and conflict resolution.
16. Drive vehicles to pick up and deliver other personnel, vehicles, equipment, parts, supplies, or other items as necessary.
17. In collaboration with the manager, organize and direct the work activities of assigned team, determine work priorities, assignments.
18. Provide input on decisions regarding the hiring and discipline of personnel.
19. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Four years of verifiable experience in asset and inventory maintenance and management, including inventory processing and control.
  - B. Experience in automotive, heavy truck, and/or heavy equipment service, maintenance, and operation.
  - C. Experience in Mixed Fleet operations preferred.
2. License Requirements
- A. Possession of a valid driver's license.
  - B. Acquire and maintain forklift certification within six months of hire.
  - C. Acquire and maintain A.S.E. Parts Specialist Certification or equivalent within six months of hire.
3. Knowledge Requirements
- A. Comprehensive knowledge of computer based asset management systems, materials management, and inventory control methods and procedures.
  - B. Comprehensive knowledge of Municipal vehicle licensing requirements.
  - C. Knowledge of the methods, equipment, and materials used for inspecting, diagnosing, repairing, and maintaining vehicles and related equipment.
  - D. Knowledge of Municipal asset acquisition and disposition procedures.
  - E. General knowledge of vehicle and equipment maintenance and operation.
4. Skill Requirements
- A. Skill in oral and written communication.
  - B. Skill in prioritizing and multitasking.
  - C. Skill in completing forms and providing reports and other information requested.
  - D. Skill in simple data analysis, data reporting, and problem solving.
  - E. Skill in using computers and related application software.
5. Ability Requirements
- A. Ability to interpret parts manuals, order, purchase, receive, issue, and record inventory.
  - B. Ability to understand information provided in service manuals in written and/or diagrammatic form.
  - C. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
  - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices and developing trusting work relationships.
  - E. Ability to maintain confidential information.
  - F. Ability to use good judgment in decision-making.
  - G. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - B. Ability to attend work on a regular basis.
  - C. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
  - D. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: