



CITY OF SENECA
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Seneca, South Carolina 29678
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City of Seneca – Position Description

PARTS SPECIALIST (PART-TIME)

GENERAL DESCRIPTION

The Part-Time Parts Specialist plays a key role in supporting the City Motor Pool by overseeing the procurement, ordering, receiving, and distribution of parts needed for the maintenance and repair of the City's fleet, including automobiles, light trucks, heavy trucks, and equipment. This position works closely with staff to coordinate purchasing needs, maintain accurate inventory records and documentation, and ensure timely delivery of parts. The Parts Specialist also helps maintain a clean, organized, and safe work environment while ensuring effective vendor communication and inventory control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Order and receive stock and non-stock parts for vehicles and equipment
- Process and enter invoices and part data into fleet/inventory systems
- Maintain accurate inventory records and assist with regular counts
- Coordinate with staff to identify part requirements and ensure timely delivery
- Communicate with vendors to obtain pricing, availability, and quotes
- Track and follow up on backorders and special orders
- Assist in organizing and maintaining the parts room and storage areas
- Perform clerical tasks including filing and documentation
- Support a safe, clean, and efficient work environment
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of automotive, truck, and equipment parts
- Strong organizational and data entry skills
- Comfortable using Microsoft Word, Excel, Outlook, and Manager Plus Pro (or similar inventory software)
- Familiarity with purchasing and finance procedures
- Strong verbal and written communication skills
- Excellent customer service and interpersonal skills
- Ability to lift up to 50 lbs and work in a warehouse or garage setting
- Knowledge of basic vehicle maintenance practices

MINIMUM QUALIFICATIONS

- High school diploma or GED
- At least one (1) year of relevant experience in parts, inventory, or fleet operations
- Experience may substitute for education
- Education cannot substitute for required experience
- Valid South Carolina driver's license

PREFERRED QUALIFICATIONS

- ASE Certification in Parts, Customer Service, or Mechanics (preferred, not required)

PHYSICAL REQUIREMENTS

- Must be able to stand and walk up to 2/3 of the time; sit, kneel, stoop, or crawl occasionally
- Regularly lift up to 25 lbs; occasionally up to 50 lbs
- Must have clear close, distance, and peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT

May be exposed to:

- Indoor and outdoor conditions
- Noise, dust, odors, and fumes
- Heat, cold, moisture, and vibration
- Mechanical, electrical, and chemical hazards
- Moving equipment and biohazards

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.