City of Naperville
Employment Opportunity

Job Title:	**Parts Technician (5501)**
Closing Date:	When filled
Salary:	$27.7363 – $30.5099 per hour
Job Type:	Full-Time
Location:	Public Works Service Center, 180 Fort Hill Drive
Department:	Department of Public Works - Public Works Service Center

Job Description:

Advance your career with the City of Naperville's Fleet Division, proudly recognized as one of NAFA's 100 Best Fleets for over 12-years. The City of Naperville's Public Works Department is currently seeking a Parts Technician to order and distribute repair parts and materials and supplies. The Parts Technician manages and inputs parts and supplies inventory information in the computerized fleet analysis system.

The hiring range for this position is $27.7363 – $30.5099 per hour, commensurate with credentials and experience. The Pay Grade for this position is N220. For additional information, please click here.

Responsibilities:

- Acts as primary parts technician to locate and order shop supplies and equipment, and parts for off-road, medium and heavy duty trucks, and automotive parts for technicians or the Fleet Services Manager.
- Contacts vendors and maintains accurate inventory records for parts and supplies.
- Checks receiving invoices and packing slips to identify any discrepancies in orders.
- Maintains orderly storage of parts, supplies, and equipment to ensure efficient utilization of available storage and space.
- Inputs data into computer system to track inventory, vehicle parts disbursements, and related information.
- Runs basic inventory reports and completes physical inventories of parts and supplies on an annual basis and intermittently throughout the year.
- Picks up and delivers auto parts, supplies, and equipment from suppliers.
- Acts as backup to Senior Parts Technician to monitor supply of underground fuel, lubricants, and waste oil.
- Acts as backup to Senior Parts Technician to respond to underground storage tank alarms, other fuel site or underground fuel storage tank troubleshooting, and/or maintenance issues.
- Demonstrates open and honest communication, teamwork, professional growth & development, and constant improvement in the efficiency & effectiveness of work results.
- Performs all other duties as assigned.

Qualifications:

Required

- A high school diploma or equivalent.
- One to three years of experience in inventory control, fleet maintenance operations, or a related automotive field.
- Equivalent combinations of education and experience may be substituted.
- Forklift certification.
- Parts personnel must maintain Illinois Class A, Class B, and Class C Underground Storage Tank certification.
- Automotive Service Excellence (ASE) Automobile Parts Specialist (P2) certification within six months.
- A valid State of Illinois driver's license.

Preferred

- Automotive Service Excellence (ASE) Medium/Heavy Truck Parts Specialist (P1) certification.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

Click here to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:
http://www.naperville.il.us/careers/

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.