



**Stauffer Diesel Inc.**  
**Stadco**

## **Part Sales Department Technician Job Description**

Stauffer Diesel, Inc. is a distributor of engines, parts and components for the following lines: Deutz, Mitsubishi small industrial, and FPT industrial diesel engines, STADCO brand-named products such as generator sets, and power systems and components sold regionally and nationwide, sales of NACD industrial PTO clutch units nationwide. SDI program of rebuilt exchange diesel engines and components

Under general supervision, looking for a candidate that is self-motivated, disciplined, and to make a commitment to work closely with department operational requirements. Sell, process orders, procure, receive, inspect, and issue parts for engines, and generator equipment.

### **Summary of Duties**

Process orders via email, phone, or counter sales. Place orders, inspect, and inventory parts for engines and generators. Contacts manufacturer and obtains needed parts to replenish stock for use of sales. Conducts cycle and full physical counts for inventory integrity.

### **Responsibilities include but are not limited to:**

- Quickly obtain proper parts needed for repair and maintenance of a variety of engine and generator parts
- Exercise resourcefulness and ingenuity in gathering information from parts manuals, manufacturers, and other sources
- Recognize related parts needed in addition to the parts requested for certain types of repairs
- Estimate future supply needs and maintain adequate stock levels
- Maintain accurate records both computerized and manual
- Follow written and oral directions
- Establish cooperative-working relationships with those contacted in the course of work
- Learn to use the required software, training provided
- Lift items weighing up to 75 pounds
- Operate forklift for moving large pallets or deliveries
- Read and understand parts manuals, both printed and computerized
- Use computers and the internet to find parts and/or vendors for supply needs.
- Ability to work the hours between 8:00 AM to 5:00 PM, Monday through Friday.
- Ability to work overtime as needed

### **Minimum Job Requirements**

- High School diploma or equivalent preferred
- Previous parts technical experience preferred
- Good communication, organizational, time management mathematical skills
- Dependable and Reliable
- Inventory, data entry and computer skills required

### **Knowledge, Skills and Abilities Require**

- Working knowledge of standard engine and generator parts and accessories.
- Working knowledge of the proper use of parts manuals and supply catalogs.
- Working knowledge of methods for organizing and storing engine and generator parts.
- Working knowledge of inventory control methods and procedures
- Some knowledge of parts and accessories for diesel engines and generators.
- Practice safe materials and parts handling practices.

### **Working Conditions and Physical Effort**

- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to sit, walk, stoop, kneel, crouch/crawl
- Occasionally required to stand and climb or balance

### **What we offer:**

- Competitive wages
- Company paid training programs
- Health/ Dental/ Vision Insurance available
- 401k with company match
- Company paid life and disability insurance. Supplemental Life, Disability, Accident and Dental/ Vision insurance is available.
- Paid time off for holidays and vacation
- Clean, well-organized, modern work environment
- 90-day probationary period

Revised 11/2022