

AUTOMOTIVE PARTS LEADWORKER

DEFINITION

Under general supervision, provides leads direction and participates in procuring, storing and issuing automotive parts and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Equipment Supervisor. This class provides lead direction, exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Automotive Parts Leadworker incumbents provides lead direction in procuring, storing and issuing automotive parts and equipment used in the repair of City vehicles and equipment. Automotive Parts Leadworker is distinguished from Equipment Supervisor in that the latter has full supervisory responsibility. It is distinguished from Automotive Parts Specialist in that the latter is the journey level class and incumbents are not responsible for providing direction to other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Provides lead direction to other employees.

Procures, receives, unpacks, and properly stores automotive parts, supplies and equipment.

Checks quantity and quality of items received against invoices, waybills and specifications.

Contacts vendors regarding procurement of automotive, heavy duty, public safety, and transit parts, equipment, and related supplies.

Prepares requisitions for stock replacements and makes regular vendor purchases as required.

Maintains a manual and/or automated inventory control system and related records; performs daily updates to ensure adequate levels of stock are available; performs regular spot-checks and semi-annual inventories.

Issues items from stock in accordance with prescribed procedures and keeps stock in order.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Typical tools, parts, equipment and materials used in general automotive repair and mechanical maintenance work.

Automotive storeskeeping terminology.

Stockkeeping principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan and organize the work of others.

Analyze work problems and make appropriate recommendations.

Perform arithmetic computations rapidly and accurately.

Keep stock records and to prepare standard stores reports.

Understand and follow oral and written instructions.

Communicate effectively, orally and in writing.

Move heavy objects.

Safely operate equipment used in parts and supply handling.

MINIMUM QUALIFICATIONS

Two (2) years of experience in the procurement, storage, recording, and issuing of automotive parts, supplies, and equipment.

Special Requirement(s):

Possession of a valid California Driver's License at time of appointment.

Possession and maintenance of a valid California UST System Operator certificate issued by the International Code Council (ICC) may be required.

APPROVED: _____ DATE: _____
Director of Personnel Services

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