

AUTOMOTIVE PARTS SPECIALIST

DEFINITION

Under supervision, procures, receives, stores, and issues automotive parts and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Equipment Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Automotive Parts Specialist is a journey level class in which incumbents procure, receive, store, and issue automotive parts and equipment used by the division in the repair of City vehicles and equipment. This class differs from Automotive Parts Leadworker in that the latter is the advanced working/lead level class in which the incumbent provides lead direction.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Locates automotive parts through automotive catalogs; 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 item 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.

Automotive parts computer systems.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Locate parts through automotive catalogs.

Perform arithmetic computations rapidly and accurately.

Keep stock records and to prepare standard stores reports.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships.

Move heavy objects.

Safely operate equipment used in parts and supply handling.

MINIMUM QUALIFICATIONS

One (1) year 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 may be required 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.

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APPROVED: _____ DATE: _____
Director of Personnel Services

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