

AUTOMOTIVE PARTS LEADWORKER

DEFINITION

Under general supervision, provides lead 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 provide 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.

Inspects and maintains underground and above ground storage tanks; pumps and monitors equipment for fueling sites operated by the City.

Maintains steam/wash bays and wastewater system for the bays.

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

May order fuel for the sites operated by the City in the absence of Supervisor.

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/Ability to:

Operate modern office equipment including computer equipment.

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

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Three (3) years of experience in the procurement, storage, recording, and issuing of automotive parts, supplies, and equipment.

Special Requirement(s):

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

May be required to obtain and maintain throughout the entire term of employment in this classification a valid California Underground Storage Tanks (UST) System Operator certificate issued by the International Code Council (ICC) within six (6) months of request from the department.

Possession of two (2) valid certificates issued by the National Institute for Automotive Service Excellence (ASE) in the Parts Specialist Certification Series listed below is preferred:

Medium-Heavy Truck Parts Specialist (P1)
Automobile Parts Specialist (P2)

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, speaking, standing, talking, visual acuity, walking.

APPROVED: Signature On File DATE: 10/20/2025
Director of Personnel Services

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