

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

May work with fueling sites; conducts weekly and monthly inspections and repair of sites as needed.

May assist with inspection reports and ensures up to date records of all fuel sites.

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 storekeeping terminology.

Stockkeeping principles and practices.

Automotive parts computer systems.

Skill/Ability to:

Operate modern office equipment including computer equipment.

Locate parts through automotive catalogs.

Perform arithmetic computations rapidly and accurately.

Keep stock records and 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

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

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 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 department.

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: balancing, climbing, crouching, feeling, manual dexterity, grasping, handling hearing, kneeling, lifting, mental acuity, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

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

CMT:crm:61127.cmt
Revised: 12/13/16
Revised: EVG/C&C: 10/20/2025