

AUTOMOTIVE PARTS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the storage, inventory, and issuance of parts, and equipment used in the repairs of automotive, heavy truck, equipment, and hand tools used by employees involved in the repair and maintenance of highways. The work is performed under the general supervision of the Equipment Service Supervisor, or Equipment Mechanic III, or a higher-level supervising staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains perpetual inventory of stock on hand and prepares purchase orders for replacement;
Conducts or assists in the physical inventory of parts, supplies, tools and equipment;
Purchases, receives, and issues automotive parts, heavy truck parts, equipment parts, tools and other supplies;
Checks quantity and quality of stocks received to verify conformance with order;
Develops efficient stores methods, allocating stock to proper storage area;
Maintains records of all parts issued, date issued, and to whom issued and what vehicle/equipment the part was used on;
Performs routine data entry of inventory and related information;
Prepares and maintains stock control records and reports;
Maintains a current knowledge of sources of supplies for parts and materials considering price, availability and quality;
Reads and interprets parts books and manuals;
On occasion, may drive a pick-up truck to obtain parts;
Conducts or assist in minor automotive repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good Knowledge of the component parts of trucks, heavy equipment, tractors, and light cars/trucks;
Good knowledge of methods and practices used in ordering, receiving storing, maintaining and issuing supplies and equipment;
Good knowledge of inventory control methods;
Good knowledge of light car/truck, heavy truck, and equipment repair and terminology;

Working knowledge of the use of personal computers in the acquisition, inventory and disbursement of parts, supplies, tools and selected equipment;

Working knowledge of business arithmetic;

Ability to understand and carry out oral and written instructions;

Ability to keep records and prepare written reports;

Ability to perform routine data entry;

Accuracy;

Good judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma and either one year of clerical experience including at least six months experience in ordering and/or inventory work involving automotive, heavy truck, and equipment parts or two years experience in automotive, heavy truck, and equipment repair; **OR**

B) Two years of clerical experience including at least six months experience in ordering and/or inventory work involving automotive, heavy truck, and equipment parts, or four years experience in automotive, heavy truck, and equipment repair; **OR**

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.