

Title: Automotive Parts Clerk
PG: 27
Status: Civil Service
Position Reports to: Operations Support Supervisor III
Department: Public Works/Fleet Management

Class Code: 7005
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible work in the ordering, receiving, storage and issuance of automotive and heavy equipment parts. An employee in this classification is responsible for properly receiving and issuing, or placing into stock, items purchased for Fleet Management. Duties include providing mechanics with parts, supplies, and special tools, making them readily available with accuracy and dependability.

ESSENTIAL FUNCTIONS:

1. Locates and obtains automotive and heavy equipment parts and supplies with accuracy, in a timely manner.
2. Assembles and fills orders as requested. Issues parts to open computer work orders as parts are distributed to mechanics.
3. Checks vendor invoices for accuracy, insuring quantities received are as stated. Direct issues parts received to open work orders, or places parts in proper locations within the Parts Room.
4. Stores and issues special tools for shop and performs required housekeeping tasks.
5. Complies with all regulations regarding the handling of hazardous materials. Obtains Material Safety Data Sheets as required from vendors.
6. Operates or dispatches shop pickup truck to pick up parts as required.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of parts, materials, supplies and general commodities associated with the operation of an Automotive Shop maintaining cars, light and medium duty trucks, refuse equipment, aerial devices, mowers, tractors, and a large variety of industrial equipment.
2. Considerable knowledge of vendor sources for procurement of needed parts, materials and supplies for city fleet equipment.
3. Considerable knowledge of stocking purchases and requisition methods and procedures.
4. Ability to work within a computer software program for the purpose of locating, receiving and issuing parts.
5. Ability to make arithmetical computations with speed and accuracy.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking, standing or sitting most of the time. Requires the ability to lift up to 35 lbs. on an ongoing basis. Requires the ability to perform routine keyboard operations.

The job risks slight exposure to environmental hazards such as chemicals and fumes.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School diploma or its equivalent.
2. Two (2) years of experience in clerical work in receipt, storage, and issuance of automotive and heavy equipment parts, materials, and supplies.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

Title: Automotive Parts Clerk
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Status: Civil Service
Position Reports to: Maintenance Foreman I
Department: Public Works/Fleet Management

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SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.