

## PARTS SPECIALIST II

### NATURE AND VARIETY OF WORK

This is advanced full performance work in the identification, research, issuance, receipt, storage and security of vehicular parts, heavy equipment and general supplies at a County garage facility. This class performs work similar to Supply Clerk classes but specializes in the identification and issuance of vehicular/heavy equipment parts. As the parts room manager, this position functions independently due to the nature of the garage operation, but may lead and/or supervise subordinate level garage and supply personnel. Work is performed under the general supervision of the Garage supervisor or his assistant.

### EXAMPLES OF WORK

Performs the full range of parts specialist activities.

Identifies and locates over-the-counter parts for mechanics and issues them according to established departmental procedures.

Researches parts within vehicular/heavy equipment manuals and locates vendors for specific non-inventory items.

Receives, checks against invoices and requisitions a diverse variety of vehicular parts and supplies.

Maintains various records and logs.

Participates in the periodic inventory of stock on hand and makes arrangements in return/dispose of dated/obsolete stock.

Compiles various statistics pursuant to management requests.

Monitors the overall operation of the parts room and maintains its security.

Coordinates the issuance of parts for both day and evening shifts.

May lead and/or supervise the activities of subordinate level supply/garage personnel.

Prepares documents (invoices, requisitions, store's requests) pertaining to the ordering receipt, issuance, storage, and return of vehicular parts and supplies.

Works closely with departmental personnel engaged in establishing parts room policies and procedures and in determining stock levels.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of parts and storage room methods and procedures.

Extensive knowledge of modern requisitioning and purchasing procedures.

Extensive and specialized knowledge of vehicular/heavy equipment parts.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain productive working relationships with co-workers, supply personnel, vendors, and other departments.

Ability to research and locate available sources of parts and materials needed.

Ability to lead and/or supervise staff.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus one (1) year of progressively responsible experience which demonstrates skill in storing, shipping, distributing and issuing automotive supplies/parts and merchandise within a stockroom, receiving room, shipping room or warehouse environment or an equivalent combination of education or experience.

#### CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

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