

## **AUTOMOTIVE PARTS WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation and maintenance of an automotive parts storeroom for the County Department of Public Works. Duties involve receiving, storing and dispensing an extensive and varied stock of automotive supplies and equipment. The incumbent is required to keep accurate records related to the inventory on hand and maintain supplies frequently used at a sufficient level. The work is performed under the direct supervision of the Automotive Mechanic Supervisor. Supervision of others is normally not a function of this position, but this employee may be required to supervise the garage area during periods when the regularly-assigned Supervisors are absent from that area. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Receives, checks, stores and issues supplies, tools and equipment;  
Checks incoming supplies and equipment against bills, vouchers, and requisitions to insure proper receipt and approval for payment;  
Maintains computer and/or paper inventory and records of equipment, tools, parts and materials used;  
Completes quotes and/or purchase orders as needed;  
Locates and orders parts, tools and other equipment and supplies;  
Stocks shelves and bins;  
Schedules vehicles for maintenance;  
Checks and logs/files work orders;  
Performs automotive mechanical work, as required;  
May be required to deliver fuel to work sites;  
Keeps work area neat and clean.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the tools, parts, materials and terminology commonly used in a garage or machine shop; good knowledge of the methods and practices used in receiving, storing and issuing mechanical tools and supplies; working knowledge of computer inventory procedures; ability to make simple arithmetical computations; mechanical aptitude; clerical aptitude; dependability; orderliness.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

### **MINIMUM QUALIFICATIONS:**

- A. Two years of full-time, paid experience in the keeping of inventory records, one (1) year of which must have involved automotive and/or mechanical stores;

**OR:**

- B. Any equivalent combination of experience and training.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession and maintenance of an appropriate valid license(s), as required.

Pending Classification 1/4/93  
Non-Competitive Class 11/14/94  
Revised 2/6/95, 4/9/99, 4/22/02, 5/12/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.