

## **STOCKROOM SUPERVISOR**

This is an important position responsible for the overall operation of an automotive and construction equipment parts and supplies stockroom. The incumbent maintains an efficient and economical supply of commonly used parts, along with other supplies and materials for the division. In addition, the incumbent maintains contact with vendors and area supply outlets to determine availability and prices of items, and to locate and obtain emergency of infrequently used parts. This position differs from Automotive Parts Specialist in that it is primarily involved with heavy equipment, works with a wider range of parts and manufacturers, and handles a wider range of materials and other supplies. Work is performed under general supervision with considerable leeway allowed in determining work methods and procedures. Direct supervision is exercised over subordinate and assigned personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Maintains a sufficient and economical stock of parts, tools, supplies and safety equipment for a highway department garage and its associated road crews;
2. Locates and arranges to purchase infrequently used parts not covered by contracts;
3. Issues tools and repair parts to mechanics and other employees upon submission of a work order;
4. Reviews mechanics' and drivers' work orders and requests for supplies for inventory control purposes;
5. Maintains maintenance and repair, cost control and warranty records on all vehicles;
6. Communicates with vendors and suppliers to ascertain information concerning part prices and availability;
7. Conducts or participates in periodic inventory of all division equipment, supplies, furniture and materials;
8. Prepares purchase orders and requisitions to obtain items, and reviews invoices and bills prior to authorizing payment for goods;
9. Orders and maintains other supplies and materials used by the division, including OSHA approved safety equipment, fuels and oils, and building cleaning and maintenance equipment;
10. Insures employees are issued proper safety equipment, maintains Material Safety Data Sheets file, and sees that hazardous materials are labeled and stored correctly;
11. Trains and supervises subordinate personnel and other staff assigned to stockroom or related areas; Provides on site training and direction for the employment of proper field and shop safety procedures;
12. Participates in snow and ice control activities;
13. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time work experience which primarily involved the maintenance of inventory and associated records in an automotive parts outlet.

### **NOTES:**

1. Additional work experience as described above may be substituted for the required high school education on a year for year basis.
2. Study at a regionally accredited or New York State registered college, university or technical institute in the areas of automotive service technology, automotive parts management or a closely related field can be substituted for up to One (1) year of the required work experience (30 standard credit hours equal 1 year of experience). Candidates qualifying under this provision must provide a verifiable copy of their transcript and/or a copy of their course description, including the number of contact or credit hours, and a copy of any certificate or degree awarded.

### **SPECIAL REQUIREMENT:**

Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

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