

STOCKROOM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a position responsible for carrying out routine stock keeping tasks in a highway or transit department garage. While an entry level position, the incumbent is expected to develop to the point of being able to substitute for the Stockroom Supervisor in nearly all day-to-day functions. The work involves daily interaction with mechanics, road crews and vendors to provide parts, tools, equipment and other supplies. The work is performed under the direct supervision of a higher-level supervisor, with the level of supervision decreasing as the incumbent becomes more familiar with procedures and the equipment. While supervision of others is not a normal function of the class, direction may be given to temporarily assigned help.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Distributes tools, supplies and parts from stockroom, following policies for record keeping and security;
2. Calls vendors to ascertain availability of parts not in stock;
3. Travels to vendors to pick up parts and equipment;
4. Receives, unpacks, inspects and stocks shipments;
5. Keeps stockroom clean and maintains supplies and parts in proper order and condition;
6. Maintains records of inventory, equipment and parts distribution, and vehicle and equipment repair histories;
7. Pumps motor fuels and maintains fueling records using a computerized fuel management system;
8. Uses computer software system to manage motor fleet preventive maintenance program;
9. Fills in as a Communication Clerk, taking messages and complaints and keeping log of vehicles entering and leaving grounds;
10. Participates in snow and ice control activities, including acting as a wing man;
11. Operates a forklift to move heavy parts, oil drums, plow blades and other equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of construction equipment parts and assemblies;
Good knowledge of automotive tools, parts and equipment;
Good knowledge of computerized inventory record keeping and controls;
Working knowledge of purchasing and requisition procedures;
Ability to maintain an efficient organization of records, parts and supplies;
Ability to communicate, both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

STOCKROOM ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) One (1) year of experience using a computer to perform inventory control of technical parts, motor fuels or industrial supplies;

- OR: (B) One (1) year of experience which primarily involved the physical maintenance of inventory and associated records in connection with technical parts, motor fuels, or industrial supplies;

- OR: (C) One (1) year of experience using a computer system to manage a fleet-wide preventive maintenance program involving commercial vehicles or heavy equipment;

- OR: (C) An equivalent combination of training and experience within the limitations of (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

PC0312

ADOPTED: 09/27/96

REVISED: 01/06/12 08/16/22