

PARTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an important position responsible for the overall operation of an automotive 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 garage. 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 or infrequently used parts. Work is performed under general supervision with considerable leeway allowed in determining work methods and procedures. Direct supervision may be exercised over subordinate or assigned personnel.

TYPICAL WORK ACTIVITIES:

1. Maintains a sufficient and economical stock of parts, special tools, and general supplies for a variety of automotive and other power equipment, including cars, vans, trucks;
2. Locates and arranges to purchase infrequently used parts not covered by purchasing contracts;
3. Issues tools and repair parts to mechanics and other employees upon submission of a work order;
4. Reviews mechanics' work orders and requests for supplies for inventory control purposes;
5. Maintains maintenance and repair, cost control and warranty records on all pieces of vehicles;
6. Communicates with vendors and suppliers to ascertain information concerning part prices and availability;
7. Conducts or participates in periodic inventory of all equipment, supplies, furniture and materials;
8. May prepare purchase orders and requisitions to obtain items, and review invoices and bills prior to authorizing payment for goods;
9. May order and maintain other supplies and materials;
10. May contact insurance adjustors to resolve uncontested insurance claims resulting from accidents involving county vehicles;
11. May assist or provide advice to automotive mechanics;
12. May train and assign work to subordinate employees;
13. May participate in snow and ice control activities;
14. Does related work as required.

PARTS SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of automotive tools, parts and equipment; good knowledge of inventory record keeping and controls; good knowledge of purchasing and requisition procedures; ability to learn the operation and use of a personal computer system; ability to maintain an efficient organization of records, parts and supplies; ability to communicate effectively, both orally and in writing; ability to get along well with others; ability to deal with vendors and suppliers; integrity; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time work experience in the maintenance of inventory and inventory 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 may be substituted for up to one (1) year of required work experience (30 credit hours equal one (1) year). Candidates qualifying under this provision must provide a verifiable copy of their college transcript and/or a copy of the 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.
Possession of license at time of appointment.

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ADOPTED: 3/16/04