CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: AUTOMOTIVE PARTS TECHNICIAN **JOB CODE: 2315**
DEPARTMENT: GENERAL SERVICES **DATE: 09/12**
REPORTS TO: FLEET MANAGER

JOB SUMMARY:

Performs responsible work in support of the computerized inventory/accounting operation. Receives, records, issues, and stores parts, equipment, and supplies. Assists with recording of work order charges by vehicle and retrieval of user cost detail.

ESSENTIAL JOB FUNCTIONS:

Processes work orders; collects and appropriate parts from inventory; maintains records of parts used; orders parts from vendors as needed.

Attends to city personnel at front counter to issue parts, materials, and items such as oil, engine lubricants, etc.; records distribution on work orders according to department.

Maintains the Computerized Fleet Analysis Program; analyzes work order codes and makes proper assignments; maintains inventory records and prepares inventory reports reconciling work orders according to department; searches for, collects, and compiles statistical data via computer; performs inventory clerical duties associated with divisional bookkeeping.

Closes work orders and processes monthly billing for departments; completes all work orders and submits to Finance Department.

Maintains bench stock inventory; orders supplies from approved vendors; checks parts in, restocks shelves, and makes addition to Computer Fleet Analysis Program database.

Ships out and receives all packages for department, either by U.S. Mail or United Parcel Service.

Performs annual inventory check, which includes counting stocked items on shelves and in yard, entering correct information into computer system, and submitting final report to Finance Department.

Maintains stockroom and related areas in a clean, neat and orderly fashion.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Telephone Calculator Forklift Hand truck

MINIMUM QUALIFICATIONS REQUIRED:

Licenses:

Valid Operator's License; Commercial Driver's License (CDL) with Air Brake endorsement preferred.

Education and Experience:

High School diploma or GED; and,

Minimum of one year of experience in data entry, preferably in an automotive environment.

Minimum of two years of experience in stockroom operations; or,
Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

General inventory methods and procedures.

Various kinds of parts, supplies, and materials stored.

Purchase and requisition procedures.

Computer operation, and office filing systems.

Must have mechanical aptitude and understanding of mechanical systems.

Skill in:

Typing and operation of computer keyboard in order to enter and retrieve data.

Mental and Physical Abilities to:

Read vehicle books (or computerized data) and find parts for a diverse group of equipment.

Locate economical sources of vehicle parts.

Manage a stockroom for receiving, storing, and issuing parts and supplies, and to keep pertinent inventory records and related files.

Search, collect, and compile statistical data.

Establish and maintain effective working relationships with other departments, employees, and the general public.

Perform routine work.

Write routine reports and correspondence.

Add, subtract, multiply and divide whole numbers, common fractions, and decimals.

Deal with problems involving a few concrete variables in standardized situations.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Frequently lift light or heavy objects.

Climb ladders.

Distinguish between shades of color.

Working Conditions:

Work is performed in a garage, stockroom, or warehouse.

Work is performed in a very noisy place.

Work exposes the employee to machinery with moving parts.

Work may involve handling used, soiled parts, returned parts, old cores, etc.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.