

NEW CASTLE COUNTY GOVERNMENT

Number 0808

CLASS SPECIFICATION

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Date 10/20/10

Title: AUTOMOTIVE PARTS CLERK

Approved:



GENERAL STATEMENT OF DUTIES: Operates an automotive parts room to receive, store, order and issue automotive parts and supplies, to include all parts for motorized equipment used by New Castle County; drives to vendors at various locations to pick up and deliver parts for motorized equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class receives, stores, orders and issues parts, materials and supplies at the central automotive maintenance facility of the County. This involves the use and maintenance of automotive parts manuals and catalogs. This employee is responsible for maintaining the storeroom at the central automotive maintenance facility. This includes keeping adequate stock levels and appropriate inventory records as well as ordering parts and supplies as necessary. This employee drives a motor vehicle to vendors at various locations to pick up and deliver parts for motorized equipment. This employee works under direct supervision and may direct employees in lower classifications in the operation of the automotive parts room.

EXAMPLES OF WORK: (Illustrative only)

- Orders and stocks all necessary automotive parts;
- Maintains adequate stock levels by replacing items as needed from available stock;
- Takes physical inventory of parts;
- Maintains current automotive parts manuals and catalogs;
- Assists in inventory and record keeping, and adds and deletes parts through the use of the vehicle information system;
- Operates a motor vehicle to pick up and deliver parts at various vendor locations;
- Checks incoming parts and materials for pricing and quantity;
- Refers to computer reports to determine serial number, auto make and weight and consults manual to obtain part number to issue proper part;
- Issues automotive parts to mechanics and enters appropriate information on work order;
- Issues tools to mechanics, checks tools upon return to ensure proper working order and cleans tools as necessary;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the methods of receiving, storing, ordering and issuing of automotive parts and materials; good driving record; ability to maintain records and make reports; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others.

MINIMUM QUALIFICATIONS: At least three (3) years experience in the operation of an automotive parts room and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license; must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established:	01/27/87
Revised:	03/20/89
Revised:	01/01/91
Revised:	01/01/96
Revised:	07/01/97
Revised:	05/01/01
Revised:	10/20/10