



AUTOMOTIVE PARTS WORKER

JOB CHARACTERISTICS

Purpose

Maintains parts inventory and orders and issues automotive maintenance parts, materials, supplies and equipment in fleet facility; coordinates incoming work orders; performs minor maintenance and repairs; compiles monthly outside agency billing information. Performs related work as required all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

Equipment, Methods & Guidelines

Information sources include web site information, vendor catalogs, inventory control records, office manuals, procedures and files. Uses telephone, computer terminal, Fleet Management and other various software programs, calculator, vehicle, and forklift.

Working Conditions

The work is in a fleet office/garage setting, including occasional exposure to variable weather and vehicle maintenance related repair and cleaning products; hazardous materials for disposal. Pressures may be generated by deadlines, volume of work, frequent interruptions, or seasonal peak work periods.

Physical Demands

Moderate to heavy lifting; stooping, reaching, pushing, pulling, carrying, manual dexterity and prolonged periods of standing and sitting.

Supervisory Guidance Received/Given

Supervision received is intended to prescribe general objectives and methods of achieving objectives.

EXAMPLES OF DUTIES

1. Research parts and tool catalogs, vendor web sites or contacts vendors to secure comparative prices, availability, delivery, and discount information.
2. Order standard materials and parts from approved supply sources to maintain stock above established reorder points.
3. Receive deliveries of materials and parts, verify quantities delivered, and inspect for damage; signs delivery tags. Input information into the Fleet Management Information System, or similar system, inventory module and code invoices as appropriate; use of office software.
4. Store and issue parts, tools, materials, and supplies.
5. Record and document issues in Fleet Management Information System or similar system.
6. Coordinate garage waste stream pickups with recycling vendors including used tires, lubricants, and antifreeze.
7. Post, update, and maintain a variety of catalogues and records; operate computer keyboard and input work order and inventory information into the Fleet Management Information System or similar system.

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8. Conduct physical inventory of standard supply items; determine and maintain proper inventory levels.
9. Assist in gathering outside agency monthly billing information
10. Perform minor maintenance and repairs (e.g. tire changes, wiper blade and electrical bulb replacement, topping of fluids, other minor maintenance and repair as time permits, etc.). May assist Equipment Mechanics.
11. Shuttle vehicles to outside shops to obtain smog checks, repairs, front-end alignment, etc. Monitor and maintain annual smog information required for year end reporting.
12. Perform road calls that do not require an equipment mechanic (e.g. minor repairs including jump starting a vehicle).
13. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
14. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of automotive and equipment parts, materials and supplies and repair practices; established inventory control procedures, including receiving, storing, and issuing materials and supplies; office work procedures and practices, including the operation of a desktop computer. Ability to maintain accurate records relating to parts inventory and maintenance and repair history using a Fleet Management software; make arithmetical computations with speed and accuracy; perform routine clerical work; perform minor vehicle maintenance and repairs, read and interpret standard parts catalogues; access and use internet information; work independently and exercise initiative; understand and carry out oral and written instructions; write procedures; and establish and maintain cooperative and effective relationships with those contacted during the course of work.

Education/Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally, this will require:

Education: Satisfactory completion of high school or equivalent.

Experience: Two (2) years of progressively responsible experience in automotive parts supply and inventory.

Other Requirements

Possession of a valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment. Forklift certification or ability to obtain forklift certification during probation (first six month). Possess and have demonstrated excellent customer service and good communication skills.