



CLASS SPECIFICATION

Class Code: 8110
Date Est: 9/81
Last Rev: 4/95
Last Title Chg: 3/2001
FLSA: Non-exempt

EQUIPMENT/PARTS SPECIALIST

DEFINITION

Under general supervision receives, stocks and disburses a variety of materials, supplies and equipment in a centralized stores operation; maintains a perpetual inventory of equipment, parts and supplies, cleans, maintains, and performs minor repairs on equipment; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of stockroom, warehouse or other store experience which involved the order, receipt, disbursement and inventory control of parts, supplies and materials for automotive or road equipment; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive, generate and sign requisitions for materials, parts, supplies and tools; obtain requested item(s) or appropriate substitute from stock on hand or through special order; deliver requisitioned materials to various sites and pick up special and/or rush orders from local vendors, as necessary.

Receive orders from outside vendors; verify incoming goods against bills of lading, freight tickets, invoices or purchase orders; check for accuracy of shipped contents; contact vendor to correct any mistakes made on shipment received.

Maintain a computerized inventory system of all stock received and disbursed; conduct physical inventory on a periodic basis to reconcile perpetual inventory records with actual stock on hand.

Maintain storage area in a clean and organized manner; store potentially hazardous materials including chemicals, cleaning supplies, paint and lubricants according to federal, state and local standards for the safe handling of these materials; maintain and update Material Safety Data Sheets (MSDS) for these materials and keep them readily available.

Control the disbursement of frequently used tools and equipment by issuing needed supplies to staff on a daily basis; ensure that staff completes the sign out form for each supply taken; check-in supplies from staff at the end of the day and track down those items not returned to central stores.

Maintain, repair, and/or rebuild equipment utilized in the operations, including light engines and generators, gas-powered and electrical tools.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies, procedures and operations.

OSHA standards that apply to the assigned function.

Occupational hazards and standard safety practices necessary in assigned work area.

The organization and operation of pertinent County departments and outside agencies (e.g., Purchasing) necessary to perform assigned responsibilities.

Ability to:

Operate and maintain the computerized inventory system utilized in the area of assignment.

Interpret and apply pertinent policies, procedures, standards, laws, codes, and regulations necessary to perform assigned responsibilities.

Identify parts, supplies, and materials stocked at the assigned site and their uses.

Identify vendors or other sources available to obtain supplies and materials.

Determine if an appropriate substitute exists for a requested item.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Storekeeping and stockroom methods, practices and procedures.

Record keeping methods and techniques.

Inventory methods and techniques.

Ability to:

Enter data at a speed necessary for successful job performance.

Perform price comparisons between products or between vendors offering the same product and to make purchase recommendations.

Read and comprehend parts and product catalogs.

Complete and maintain accurate records and written inventory reports.

Perform mathematical calculations, such as addition, subtraction, multiplication, division, and percentages, quickly and accurately.

Understand and follow oral and written instructions.

Communicate orally in a clear and concise manner.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand, walk, kneel, stoop, twist, climb, lift 50 lbs. and drive to different sites and locations.

Exposure to the outdoors, chemical and mechanical hazards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001