

## AUTOMOTIVE PARTS SPECIALIST

### Class Definition

Under supervision, procures, receives, stores, and issues automotive parts and equipment.

### Distinguishing Characteristics

Automotive Parts Specialist is a journey level class in the Fleet Management Division of the Department of Administrative Services. Incumbents procure, receive, store, and issue automotive parts and equipment used by the division in the repair of City vehicles and equipment. This class differs from Automotive Parts Leadworker in that the latter is the advanced working/lead level class in which the incumbent provides lead direction to a group of subordinate Automotive Parts Specialists.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Locates automotive parts through automotive catalogs; procures, receives, unpacks, and properly stores automotive parts, supplies, and equipment.

Checks quantity and quality of items received against invoices, waybills, and specifications.

Prepares requisitions for stock replacements and makes regular vendor purchases as required.

Maintains a manual and/or automated inventory control system and related records; performs daily updates to ensure adequate levels of stock are available; performs regular spot-checks and semi-annual inventories.

Issues item from stock in accordance with prescribed procedures and keeps stock in order.

Performs related duties as required.

### Knowledge, Abilities, and Skills

Considerable knowledge of typical tools, parts, equipment, and materials used in general automotive repair and mechanical maintenance work.

Knowledge of automotive storeskeeping terminology.

Knowledge of stockkeeping principles and practices.

Knowledge of automotive parts computer systems.

Ability to locate parts through automotive catalogs.

Ability to perform arithmetic computations rapidly and accurately.

Ability to keep stock records and to prepare standard stores reports.

Ability to understand and follow oral and written instructions.

Ability to learn to operate a computer terminal.

Ability to establish and maintain effective working relationships.

Physical strength and agility sufficient to move heavy objects.

Minimum Qualifications

Two years of experience in the procurement, storage, recording, and issuing of automotive parts, supplies, and equipment.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_