

CLASS TITLE: MECHANICAL PARTS STOREKEEPER

Class Code: 02438200
Pay Grade: 13A
EO Code: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation and maintenance of a stock room containing mechanical equipment and parts, field operations supplies and tools; to plan inventories to meet seasonal or other requirements and keep inventory records; to perform clerical tasks and may maintain radio communications between mobile field units and facility, and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from who assignments are received in broad outline, work may be checked in process and usually upon completion of a special assignment.

SUPERVISION EXERCISED: Usually none. As required, supervises the work of employees engaged in handling activities; checks work in process to insure compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation and maintenance of a stock room containing mechanical equipment and parts, supplies and tools;

To perform clerical task and may maintain radio communications between mobile field units and a facility base.

To maintain a continuous log of communications.

To make routine broadcasts on prevailing road and weather conditions.

To receive telephone calls from law enforcement authorities and the public, noting any hazardous conditions resulting from accidents or storms, and to dispatch the appropriate personnel to the scene for implementation of corrective action.

To receive, inspect and record equipment, parts, assemblies, tools and other supplies of a related nature, such as motor fuels and lubricants.

To select the proper location for such items and supervise their storing so that they may be accessible.

To be responsible for issuing, and recording all stocks and supplies.

To keep a check on inventories on hand in order that timely steps may be taken to replace depleted items.

To make recommendations in regard to inventory to meet seasonal needs.

To supervise the assembling and preparation of parts, materials and supplies for distribution.

To handle miscellaneous correspondence and inquiries relative to the maintenance of inventories.

To direct such operations as may be incidental to the assembly and delivery of supplies.

To prepare detailed written reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation of communications equipment; the ability to use this equipment properly and follow prescribed rules and regulations. A thorough knowledge of stock handling and related record-keeping and inventory work; a familiarity with automotive and similar mechanical and construction equipment and with parts and supplies for such equipment; a familiarity with the interchangeability of automotive parts among vehicles of different year and/or manufacture; a familiarity with general office procedures; the ability to keep records and prepare detailed reports; the ability to plan and supervise the work of others; the ability to carry out written and oral instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in a warehouse, tool room, store any other type of establishment concerned with the storing, distributing and record-keeping of a diversified stock of mechanical equipment, parts and supplies, and some employment as a Communications Dispatcher.

OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

Editorial Review: 3-15-2003