



Parts Clerk

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
0610	Non-Exempt	6 - Administrative Support	ATU	N/A	02/14/96	939	1 of 1

DEFINITION: Under immediate supervision, performs detailed duties in connection with the supply and control of parts and materials at District storerooms and central warehouse including driving trucks, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: Employees within this class are distinguished from other classifications in the occupational series by the concentration of duties and functions related to the stocking, distribution, and warehousing of vehicle parts, supplies and equipment.

EXAMPLES OF ESSENTIAL FUNCTIONS: Essential functions may include, but are not limited to, the following: Maintain District stock levels, invoices, and receipts; monitor and track material operations inventory and supplies; retrieve and distribute parts to maintenance operations personnel; research availability of parts not available in manufacturers' manuals; download bar code readers used by other materials personnel during inventory cycle counting; determine and interpret inventory counts and locations using variation location reports; expedite parts orders for vehicles that are out of service; create daily reports of stock items; submit supporting information to develop procedures to minimize or eliminate stock level problems; investigate and report on incidents of incorrect materials, supply overages, and other technical problems; provide information on requests for new parts that should be placed in inventory, suggested stock levels, and other requests from customers such as preferred technical, quality or brand features; ensure that District stock levels, invoices, and receipts are maintained accurately; drive a variety of medium-sized heavy duty trucks and use hydraulic lifts in the pick up and delivery of parts, supplies, and other inventory; use a variety of materials and inventory operations equipment such as forklifts, hand trucks, pallet jacks, computers, etc.; provide oral and written reports on matters related to materials and inventory in assigned areas; build and maintain positive working relationships with co-workers, other District personnel and the public using principles of good customer service;

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of inventory management/control and work safety; basic mathematics and statistics; modern office procedures, methods, and computer equipment; equipment, tools and materials used in materials and inventory operations.

Ability To: Organize, implement and prioritize work activities; on a continuous basis, know and understand parts inventory activities and observe safety rules; analyze problems; accurately interpret work orders; identify safety hazards; safely operate materials and inventory equipment such as trucks, forklifts, hand trucks and pallet jacks; sit while reviewing or preparing work orders or reports; bend, squat, climb, kneel and twist when stocking parts; perform simple and power grasping, pushing, pulling, and fine manipulation; safely lift or carry weight of up to 70 pounds or use appropriate lifting equipment/techniques for heavier items; climb ladders to locate parts or climb on equipment to begin operations; locate and differentiate parts upon request; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by one semester of materials inventory operations training or a related field.

Experience: Two years of increasingly responsible experience in a materials and inventory operations environment working as a parts clerk, stores clerk or similar position.

License/Certification: Must possess or be able to obtain within 30 calendar days of appointment a Class B California Driver's License with a Hazardous Materials endorsement and meet the District's driving record standards. Must qualify for and pass the District certification test on forklift operation within 30 calendar days of appointment.