

## **AUTOMOTIVE PARTS CLERK I, II**

### **General Statement of Duties**

Performs routine technical and clerical work to maintain parts inventory for the town's garage.

### **Distinguishing Features of the Class**

An employee in this class has primary responsibilities for maintaining an inventory of parts and supplies for vehicle repairs and performing data entry for the department. Work is performed under the regular supervision of the Central Maintenance Superintendent and is reviewed upon completion for accuracy and completion of assigned tasks in a safe and timely manner.

### **Illustrative Examples of Work**

- Orders, receives, stocks, and issues automotive and heavy equipment parts; receives information from mechanics for specific parts orders; researches catalogs and contacts vendors to ascertain cost and availability of parts; arranges for pick up or delivery.
- Performs cyclical physical inventories; performs spot check inventories weekly.
- Performs data entry for the department; enters work orders after mechanics have completed work; files monthly departmental reports.
- Picks up parts; delivers vehicles for estimates and repairs.
- Answers the telephone; assists callers or directs call to appropriate staff.
- Maintains material safety data sheets; checks hazardous materials list.
- Checks invoices and approves for payment; delivers invoices to town hall;
- Orders tools and equipment for the operation of the garage.
- Keeps parts room clean.
- Performs related duties as required.

### **Knowledge, Skills, and Abilities**

- Work requires some knowledge of automotive parts and supplies.
- Work requires some knowledge of modern storekeeping methods and practices.
- Employee must have the ability to interpret the needs of mechanics and stock storeroom in anticipation of those needs.
- Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Employee must have the ability to enter and retrieve data or information from a computer.
- Employee must have the ability to establish and maintain cooperative working relations

with others.

### **Physical Requirements**

- Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, take transcription, operate a computer terminal and assemble parts at distances close to eyes.
- Must possess the visual acuity to operate trucks, forklifts, cranes and other equipment.
- The worker is subject to both inside and outside environmental conditions and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.
- The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and to air and/or skin exposure to oils and other cutting fluids.

### **Desirable Education and Experience**

High school diploma and some specialized vocational training and some experience in parts and inventory control and/or data entry.

### **Fair Labor Standards Act (FLSA) Status**

Non-exempt

2024

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*Automotive Parts Clerk Career Development Program Chart*

<b>Classification</b>	<b>Criteria</b>
<b>Automotive Parts Clerk I</b>	<b>Time in Lower Grade</b> – Minimum of 2 years of vehicle maintenance or parts experience. Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head. Continued employment is contingent upon successful completion of a six month probationary period.
	<b>Required Certifications</b> - High School Diploma or equivalent.
<b>Automotive Parts Clerk II</b>	<b>Time in Lower Grade</b> - Minimum of 2 years of vehicle maintenance or parts experience. Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head. Continued employment is contingent upon successful completion of a six month probationary period.
	<b>Required Certifications</b> - High School Diploma or equivalent. Automotive Service Excellence Certification (ASE). NC Notary Public
	<p><b>Illustrative Examples of Work</b></p> <p>In addition to task associated with the Automotive Parts Clerk I:</p> <ol style="list-style-type: none"> <li>1) Ability to Notarize towns documents.</li> <li>2) Generate Purchase Requisitions.</li> <li>3) Authority to purchase parts and supplies using a P-Card</li> </ol>