

County of Humboldt Job Specification
PARTS STOREKEEPER
Classification 0249



DEFINITION

Under general supervision, orders, receives, stores and issues parts, supplies, accessories and related tools and equipment; maintains records, catalogs and parts books; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor or manager. Receives lead and functional direction from the Senior Parts Storekeeper. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical and administrative support duties in support of storing and issuing automotive and equipment parts and supplies. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Parts Storekeeper in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Receives, stores and issues equipment parts, accessories, supplies, and special tools used in the maintenance, service, and repair of the County's vehicles and equipment; verifies articles received against packing lists and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
- References parts books and catalogs and orders parts from vendors; determines availability of parts and estimates delivery time; arranges and coordinates pick-up and delivery of orders.
- Inspects parts, supplies and equipment received for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number.
- Assists in general waste processing and recycling operations, including operating equipment and handling materials in accordance with safety and environmental guidelines.
- Loads and unloads packages, parts and equipment; stores parts and supplies received on stock room shelves.
- Maintains records of parts and supplies ordered, reordered and issued; files invoices, purchase orders and other documents.

- Performs inventory control; assists in establishing order points; checks and reconciles records with appropriate inventory listings and records and reports discrepancies; completes, prepares and maintains routine forms, documents and reports.
- Maintains storeroom in safe condition; sweeps and mops storeroom floor; dusts and straightens inventory shelves; cleans windows.
- Opens and closes County motor pool facility and fuels vehicles on a relief basis.
- Performs other duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Methods and practices used in receiving, storing, and issuing materials, supplies, and equipment.
- Basic methods of taking inventory and maintaining inventory records.
- Common units of weights and measures.
- The use of common hand and power tools, and material handling equipment and methods.
- County and department policies and procedures.
- Methods and practices of a records management program.
- Practices and procedures related to the handling and storage of hazardous materials and chemicals.
- Parts, tools, equipment, and accessories used in the maintenance and repair of automotive vehicles and equipment.
- Basic business data processing applications related to the work.
- Basic shop arithmetic, including percentages and decimals.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Maintain accurate records and files.
- Sort a variety of documents and materials according to alphabetical and numerical systems.
- Operate hand and power tools, and material handling equipment such as hand trucks and pallet jacks.
- Operate a forklift.
- Use vehicle and equipment parts manual and electronic databases to look up and research replacement parts.

- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing to effectively perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

One (1) year of experience in a mechanical equipment warehouse or in the receipt, delivery, and storage of equipment parts and supplies.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of, or ability to obtain within six (6) months of hire, an OSHA-approved Forklift Operator certificate.

PHYSICAL DEMANDS

- Mobility to work in an office setting and mechanical equipment warehouse;
- Use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites;
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Positions in this classification frequently bend, stoop, kneel, and reach to unload equipment and perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

- Employees work in a maintenance shop environment and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).