

SENIOR AUTOMOTIVE PARTS CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the acquisition, storage, disbursement and inventory of parts, supplies and equipment used in automotive repairs, hand tools and equipment used by employees involved in the repair and maintenance of highways. In addition, the work involves the tracking of vehicles, equipment and scheduling of staff to ensure that preventive maintenance service is performed in a timely manner and that manufacturer's recalls are addressed, along with tracking vehicle and equipment operational costs. The work is performed under the general supervision of the Motor Equipment Maintenance Supervisor, Deputy Commissioner Public Works Highway. Works cooperatively with Senior Automotive Mechanics. Supervision is exercised over all subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Enters repair reports on all vehicles in Dossier (fleet maintenance) program; Imports, corrects and enters fuelmaster reports for maintenance and overdue maintenance on all equipment; Assists department supervisors and foremen with EPA, Department of Environmental Conservation and other State and Federal safety regulations, Researches for most reliable, cost effective vendors for supplies necessary to be compliant with regulations; Supervises other Automotive Parts Clerks for coordinating parts and equipment needed for pickup by staff; Works with Senior Automotive Mechanics in the prioritization of work tasks and distribution of work load among the Mechanics based upon parts availability, pending and anticipated repairs and service work and staffing; Ensures purchases are in accordance with county procurement policy, receives, and issues automotive parts, tools, equipment, and other supplies; Reads and comprehends parts and shop manuals; On occasion, may drive a pick-up truck to obtain parts; Conducts or assists in minor automotive repairs; Obtains overload permits and special hauling permits for hauling materials interstate as required; Maintains records for DEC petroleum storage tank registrations; Ensures that safety data sheets are on file for all materials purchased; Coordinates with Safety & Training Manager on new product safety data sheets; Must be willing and capable to teach co-workers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of Automotive, Construction and Heavy Equipment associated terminology and equipment parts. Thorough knowledge of inventory control methods; Thorough knowledge of the component parts of trucks, tractors, road maintenance equipment and automobiles; Good knowledge of USEPA and NYSDEC regulations for fuels, chemicals, and similar regulated substances; Knowledge of database management for monitoring fuel usage, costs, and operational efficiencies; Ability to understand and carry out oral and written instructions; Ability to prioritize, consolidate, and coordinate work load and work tasks to save time, resources, and money; Ability to source and utilize computerized and online parts and service manuals; Ability to work well with others including coworkers, vendors and the public; Excellent communication skills; Accuracy; Good judgment; Physical condition commensurate with the demands of the position. Willingness to respond to emergencies and work under adverse weather conditions.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as Automotive Parts Clerk and/or Senior Automotive Parts Clerk for Delaware DPW; OR

(B) Four years of clerical experience including at least two years experience in ordering and/or inventory work involving automotive parts and one year in supervisory experience or five years experience in automotive repair; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Approved 10/18/19