

SENIOR AUTOMOTIVE PARTS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical 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 and equipment 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. 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 as to what parts need to be ordered, picked up and distributed to various mechanics and/or patrols and prioritizes when this should occur; Works with Senior Automotive Mechanics to determine schedule and priority of parts needed; Ensures perpetual inventory of stock on hand; 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.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and practices used in ordering, receiving, storing, maintaining and issuing supplies and equipment; Thorough knowledge of inventory control methods; Thorough knowledge of the component parts of trucks, tractors, road maintenance equipment and automobiles, good knowledge of automotive repair equipment and terminology; Good knowledge of the use of personal computers in the acquisition, inventory and disbursement of parts, supplies, tools and selected equipment; Good knowledge of business arithmetic; Ability to understand and carry out oral and written instructions; Ability to focus on multiple tasks at one time; Ability to keep records and prepare written reports; Ability to perform routine data entry; 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.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma and two years experience as 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 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.

Approved 12/12/07

Revised 2/7/17

Reviewed 5/16/18