



City of Irving Job Description

Senior Automotive Parts Clerk

FLSA Status:	Non-Exempt	Job Department:	Fleet
Job Code:	41112	Reports To (Job Title):	Fleet Business Operations Manager

PURPOSE

To purchase, stock, organize, receive, and distribute auto parts for City garage, and to issue purchase orders for inventory and non-inventory parts and repairs for city equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Maintain and oversee the inventory of parts, including reordering, adding, and deleting items in the inventory system.
- Enter all handwritten purchase orders into computer.
- Analyze usage of parts to determine accuracy of orders.
- Reconcile parts issued with parts posted in stock inventory and parts received.
- Organize the placement and inventory of parts.
- Assist in the supervision of Automotive Parts Clerks.
- Issue parts to garage personnel.
- Purchase and receive parts from vendors.
- Verify purchase orders issued for outside repairs.
- Coordinate credits due and payments between parts room, vendors, and finance.
- Charge out parts to work orders purchased outside.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Write intra-city memos to update areas of changes in inventory.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade, plus some vocational training.

EXPERIENCE

- Minimum of two (2) years of experience in inventory control.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Speech Recognition: Identifying and understanding the speech of another person.
- Written and Oral Expression: Communicating information & ideas in writing, as well as through speech, so others will understand. This includes completing reports according to pre-set formats.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Various outside contacts with vendors and internal customers.

EQUIPMENT AND PROPERTY

Drives a city vehicle on a daily basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and/or see. Frequently, s/he is required to carry, lift up to 25 pounds, sit, talk, and/or walk. S/he occasionally is required to balance, drive a vehicle, lift up to 50 pounds, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to air contamination, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.