



## City of Irving Job Description

### Automotive Parts Clerk

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fleet
<b>Job Code:</b>	41212	<b>Reports To (Job Title):</b>	Fleet Business Operations Manager

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#### **PURPOSE**

To distribute parts for the maintenance of City vehicles and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Issue automotive parts and tires according to purchase orders.
- Research and create purchase orders; Assist with purchasing bid specifications.
- Maintain accurate accounting of Parts Warehouse materials and inventory; Assist with inventory audits.
- Perform data entry into faster software system and GasBoy software system.
- Replace fuel filters.
- Assist with auction process.
- Drive truck to pick up parts in local travel area.
- Gauge, document, and maintain gasoline storage tanks.
- Stock new and used tires and relocate tires with forklift.
- Distribute parts within maintenance facility.
- Replace pump filters, hoses, and nozzles.
- Place fuel orders for departments
- Stock and mark parts inventory.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Maintain Parts Warehouse and office area in secure, clean, neat, orderly manner.
- Clean and maintain work area.
- Answer questions from City employees about Parts Room procedures.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **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 12<sup>th</sup> grade.

### **EXPERIENCE**

- One (1) year of parts experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.

### **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**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- 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.
- Speech Recognition: Identifying and understanding the speech of another person.
- 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.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Oral Expression: Communicating information and ideas in speaking so others will understand, which includes conveying information effectively.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- 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 contact with internal and external customers on a daily basis.

## **EQUIPMENT AND PROPERTY**

Drives a city vehicle daily, uses small hand tools

## **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 grasp, handle, feel, see, stand, talk, and/or walk. Frequently, s/he is required to balance, carry, kneel, listen, sit, and/or stoop. S/he is occasionally required to lift up to 100 pounds.

## **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 toxic or caustic materials. Additionally, 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.