

AUTOMOTIVE PARTS TECHNICIAN

KIND OF WORK

Clerical and manual work in an automotive parts room.

NATURE AND PURPOSE

An employee in this class is responsible for performing clerical and manual work in their automotive supply stockroom. Assignments are received from an inventory control supervisor and work is subject to frequent check and review. Employees in this class involve themselves principally with automotive and heavy equipment parts.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Unpacks and stores incoming automotive and heavy equipment stock.

Wraps and ships outgoing stock in accordance with established stockroom procedures.

Keeps stock records.

Cleans stockroom and keeps stock in good order.

Takes inventories and performs periodic spot checks.

Prepares requisition and purchase orders.

May drive pickup truck to collect repair parts from dealers.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

- *Considerable knowledge of automotive and heavy equipment parts.
- *Some knowledge of the functions and procedures of a stockroom.

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Ability to:

*Ability to keep accurate records.

*Ability to make computations with reasonable speed and accuracy.

*Ability to understand and carry out oral instructions.

Est.: 7/2/69TC: 7/6/77

Rev.: 11/78Former Title(s):