

ORANGE COUNTY CLASS SPECIFICATION

TITLE: AUTOMOTIVE PARTS ATTENDANT **GRADE:** 7

TITLE ABBREVIATION: AUTO PARTS ATTEND **TITLE NO.:** 6099

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** OPERATIONS

SUPERVISOR'S TITLE: AUTOMOTIVE SHOP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical and manual work involved with services provided by a stockroom in an automotive shop. The work is performed under the immediate supervision of a superior who is in charge of the automotive shop. May be on 24-hour call. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Issues tools, parts and supplies to auto mechanics and other workers in highway division;
2. Receives ordered items and checks for quantity and correctness;
3. Maintains records of items received and charge outs on certain items expected to be returned;
4. Orders certain items as directed or as necessary according to status of inventory;
5. Operates keyboard, inputs, updates and retrieves data;;
6. Answers telephone and radio for parts services;
7. Assists in procuring parts, obtaining information from suppliers, requisitions parts specifying technical data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of methods and practices used in receiving, storing, maintaining and issuing parts, tools and supplies for automotive highway equipment repair and maintenance; ability to make simple arithmetic computations; ability to get along with others; integrity; accuracy; orderliness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of a vocational trade school or college degree program, with concentration in automotive repair/technology and six (6) months of experience in automotive parts or repair services or maintaining automotive inventory; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience as described in (A) above; OR
- (C) Five (5) years of experience as described in (A) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

REVISED: 2/7/20 AT