

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR AUTOMOTIVE PARTS ATTENDANT **GRADE:** 8

TITLE ABBREVIATION: SR AUTO PRTS ATT **TITLE NO.:** 6600

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

DEPARTMENT: PUBLIC WORKS **DIVISION:** OPERATIONS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for procuring and issuing automotive/heavy equipment parts in an automotive or heavy equipment shop. Timely placement and follow-up on purchase orders is an essential requirement of this position. Work is performed according to prescribed policies and procedures under the general supervision of a designated superior with wide leeway to exercise independent judgment in carrying out the details of the work. Does related work as required. May be on 24-hour call.

TYPICAL WORK ACTIVITIES:

1. Procures parts, obtaining necessary information from mechanics/suppliers;
2. Requisitions parts specifying technical data and places orders;
3. Maintains parts and service books and catalogues;
4. Receives ordered items and checks for quantity, quality and correctness;
5. Issues tools, parts and supplies to mechanics and other workers in automotive/heavy equipment shop;
6. Maintains records of items received and expected to be returned;
7. Answers telephone and radio for parts services;
8. Uses measuring devices, such as gauges and calipers.
9. Operates a keyboard to input/retrieve and update data in the Fleettracker Computer System.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

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

MINIMUM QUALIFICATIONS:

- (A) Completion of a vocational trade school with concentration in automotive repair/technology and one (1) year 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 two (2) years of experience as described in (A) above; OR
- (C) Six (6) years experience as described in (A) above.

REVISED: 5/18/12 at