

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PARTS ATTENDANT

TITLE #: 1456

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in the Department of Public Works garage involving responsibility for parts, tools and supply inventory. Works under the direct supervision of the Working Leader. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responsible for issuing tools, parts and supplies to mechanics and other DPW employees and maintaining a charge-out record;

Answers telephone and radio parts services, etc.;

Maintains inventory and orders items as directed or as necessary according to status of inventory;

Receives ordered items and checks accuracy of delivery;

Maintains parts book and catalogues;

Uses measuring devices, such as gauges and calipers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods and practices used in procurement, receiving, storing, maintaining and issuing parts, tools and supplies; ability to make simple arithmetic computations; ability to get along with others; mechanical aptitude; integrity; accuracy; orderliness; good judgment; ability to read and use parts catalogue properly; physical condition commensurate with the demands of the position.

MINIMUM REQUIREMENTS: Either

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in automotive and parts services or maintaining inventory; or
- (B) Three (3) years of experience as defined in (A) above.

JURISDICTIONAL CLASSIFICATION: Non-Competitive in the Town of Wallkill.

ADOPTED: 03/16/90

REVISED: 10/11/06 dmc