

Code: 1222

Title: PARTS TECHNICIAN

SUMMARY: Requisitions, orders, receives, stores, inventories and issues parts and supplies.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Requisitions and receives reports of spare and replacement parts for cars, trucks and heavy equipment;
Researches parts and maintenance manuals to find correct part number for ordering item from vendor;
Completes receiving reports for incoming materials and supplies;
Inspects materials to verify compliance with specifications and invoices;
Issues spare and replacement parts to mechanics, service workers, technicians and other personnel;
Records appropriate charges for billings in a manual or automated system;
Contacts suppliers and dealers in writing or by telephone for the purpose of locating items of limited supply;
Trains and reviews work of stores personnel;
Maintains ledgers, file cards and work orders in a manual or automated system;
Maintains inventory of parts and supplies issued;
Maintains and straightens parts room.
Maintains physical security of high-volume parts and equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- spare and replacement parts and supplies;
- purchase requisitioning procedures;
- inventory procedures;
- filing practices and procedures;
- automated information systems and databases;
- basic mathematics;
- hazards and safety practices associated with a stock-keeping and maintenance environment;
- Principles and practices of handling hazardous materials encountered in line of duty.

Skill in:

- ordering automotive parts and supplies;
- inspecting parts and supplies for conformance with specifications and purchase orders;
- training stores personnel;
- performing mathematical calculations;
- using automated information systems to manage inventories, usage, ordering and receipt of parts and supplies;
- inventory procedures;
- maintaining bench-stock of frequently used parts and supplies.

MINIMUM QUALIFICATIONS:

Two years of experience in the ordering, receipt and issuance of automotive parts and supplies in a commercial, garage, or industrial setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 05/20/01(is)