

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Parts Room Clerk	GRADE:	NE/00
DEPARTMENT:	Public Works	JOB NO:	9870
DIVISION:	Public Works Maintenance	DATE:	04/28/2016
REPORTS TO:	Supervisor, Public Works Fleet Maintenance	FLSA STATUS:	NE
FULL-TIME:	PART-TIME: XX TEMPORARY:	COST CENTER:	330
REPLACES:	Parts Room Attendant	DATE:	02/01/08

JOB SUMMARY STATEMENT: Performs duties of a routine nature, such as: orders, receives, inspects, records, stocks and distributes automotive and other items from vendors; arranges for return, exchange or repair of parts and equipment; keeps parts area orderly; hands out supplies to fleet and field personnel; code-charge parts and supplies for maintenance to vehicles; performs cycle inventory counts and re-orders; special projects and other related duties assigned. Most documentation of transactions is done by computer.

DUTIES AND RESPONSIBILITIES:

1. Receives shipments and deliveries, checks items received against packing slips and contacts vendor regarding incomplete, damaged or wrong shipment. Promptly stores items in proper location or distributes to requestor. Enters delivery status information into computerized record.
2. Issues certain minor items to field personnel.
3. Issues requested parts to mechanics and others working on equipment.
4. Cycles inventory; checks inventory for proper count; re-orders commonly stocked items; keeps stocks rotated, neat and orderly.
5. Orders correct parts and supplies for mechanics and others. Researches as needed to find sources for proper parts or materials. Contacts vendors by phone, fax, e-mail or at vendor's location. Records placed order in computerized database.
6. Processes purchasing card statements, packing slips, invoices, bills of lading, returns/exchanges, etc.
7. Assists internal customers with questions and certain problems related to repair or maintenance of equipment. Refers to Fleet Supervisor or Asst. Fleet Supervisor as needed.
8. Assists fleet users and others with problems including fuel dispensing. Completes special projects as requested.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education. Completion of high school or equivalent education. Possession of a valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Six months previous knowledge of purchasing, inventory control or stock room experience.

SKILLS:

1. Mechanical aptitude.
2. Good oral and written communication skills.
3. Basic math skills.
4. Organizational skills.
5. Data entry using personal computer.

MENTAL REQUIREMENTS:

1. Ability to assess situation and use judgment in responding.
2. Ability to work with interruptions.
3. Alpha and numeric recognition.
4. Concentration.
5. Good memory skills.
6. Accuracy, completeness, timeliness

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 lbs; push or pull 100 lbs using proper equipment.
2. Ability to operate City or personal vehicle.
3. Hand/eye coordination adequate to input computer.
4. Exposure to vehicle fumes and noise.
5. Ability to bend, stoop, lift, climb
6. Exposure to extreme environmental conditions such as cold, heat, wind, precipitation.
7. Frequent standing, walking, bending and stooping.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.