



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: MECHANICAL EQUIPMENT STOCK CLERK I - II

DEFINITION: Under general supervision, operates an automotive parts storeroom stocking a wide variety of parts and accessories.

EXAMPLES OF DUTIES:

- Procures, receives, stores, and issues parts for automotive and other mechanical equipment;
- Maintains records of delivery dates and other terms of purchase;
- Maintains parts catalogues and vendor price lists;
- Keeps informed on new products and prices and recommends substitutes for items in scarce supply;
- Prepares cost estimates of parts required for major equipment overhaul;
- Determines the annual need for major items;
- Determines proper accountability for items received and issued;
- Checks quantity and quality of goods received and arranges with vendors for correction of errors and replacement of defective items;
- Maintains operational and control procedures;
- Prepares detailed store records and reports;
- May supervise the work of others;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education and experience equivalent to high school graduation and four years recent experience in auto parts procurement and storekeeping requiring a wide knowledge of parts utilized by late model light and heavy equipment.

Ability to pass a rigid City medical examination, have no restricted back motion, pronounced obesity or history of back trouble.

A valid motor vehicle operator license.

HISTORY:

Approval/Adoption Dates: 09/01/67