

**TITLE:**                    **MECHANICAL EQUIPMENT STOCK CLERK I – II**

**DEFINITION:**        Under general supervision, procures, receives, stores and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I   -   Performs the routine duties of the classification

Grade Level II   -   Performs full range of duties

**EXAMPLES OF DUTIES:**

- Procures, receives, stores, and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems;
- Accurately navigates and inputs data into computerized inventory systems;
- Contacts alternate suppliers to determine the availability of parts, prices and supply;
- 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;
- Analyzes inventory activity such as stock levels, part usage and price fluctuations;
- Completes documentation as needed for warranty claims and refund of expenses paid or credits issued in lieu of payment;
- May be required to pick up parts and/or supplies from vendors;
- Determines the annual need for major items, product line, seasonal items and new equipment parts line;
- Follows procedures to ensure that terms of purchase orders and specifications are met, including delivery dates and quantity and quality of goods received;
- Arranges with vendors for correction of errors or replacement of defective and nonconforming parts;
- Maintains operational and control procedures to ensure proper accountability of items received, stored and issued;
- May supervise the work of others;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Two or more years paid, full-time equivalent experience in automotive, heavy-duty, and/or mechanical equipment parts procurement, stock and inventory control.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of stockroom and computerized inventory procedures;
- Ability to operate computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to effectively communicate both verbally and in writing;
- Ability to provide quality customer service to both internal and external customers;
- Ability to conduct internet research.

Willingness to work overtime, weekend and/or holiday hours.

A valid driver's license must be submitted to the hiring department at the time of the selection.

**HISTORY:**

Approval/Adoption Dates: 09/01/67

Approved Revision Civil Service Commission: 03/31/2021