JOB DESCRIPTION

Coachella Valley Water District                             Date: March 2014

TITLE: Auto Parts Specialist I                         SECTION: Vehicular Equipment Shop

DEPARTMENT: Trades and Support Department

REPORTING RELATIONSHIP:

Reports to: Auto Shop Supervisor

Supervises the following positions: Not applicable

DEFINITION:  This is the entry level position in the Parts Specialist job series. Under general supervision and direction of the Auto Shop Supervisor, employees in this position are responsible for ordering, receiving, storing, and distributing equipment and supplies used in the repair of motorized vehicles and equipment. This position requires intermediate level computer data entry and recordkeeping skills. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS: Individuals in this job classification will assist the Parts Specialist II in performing their assigned duties and will assume the day-to-day responsibility for the efficient, and effective, operation of one or more Trades Auto Shop parts warehouses.

ESSENTIAL FUNCTIONS:

1. Communicates effectively with the Fleet Manager, Auto Shop Supervisor, Auto Shop staff; internal and external department managers, supervisors and staff; outside vendors; Finance Departments Procurement and Accounts Payable supervisors.

2. Issues parts and supplies to authorized personnel. Ensures stock is properly rotated.

3. Performs data entry on a computer, including but not limited to using detailed descriptions to post parts invoices, ensuring proper coding, processing P-Card transactions, and maintaining spreadsheets.

4. Retrieves data from the computer, including but not limited to determining parts inventories on-hand, tracking parts usage, and reviewing parts pricing history.

5. Receives, unpacks, counts, and inspects equipment and materials to insure accurate quantity and correctness.

6. Works in conjunction with the Parts Specialist II to maintain accurate records on item locations.
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7. Researches parts catalogs and vehicle manuals to find needed parts or equipment. Contacts vendors to locate and order parts under direction of the Auto Shop Supervisor.

8. Prepares requisition for parts orders.

9. Ensures accuracy of weekly and yearly cycle counts.

10. Ensures timely credit for core returns and incorrect parts.

11. Ensures that shop tools are properly stored, issued, and returned.

12. Ensures timely repair of shop equipment.

13. May operate a forklift in the storage and movement of equipment and supplies.

14. Picks up and delivers materials and supplies to District facilities using a District vehicle.

15. Sweeps, cleans, and ensures safety of parts room.

16. May assist the Auto Parts Specialist II with maintaining accurate data entry and inventory in the following areas; service station daily fuel, tire, oil, and lubricant transactions as well as Auto Shop parts and supply transactions. Corrects discrepancies found with appropriate departments.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid Class C California Operators license issued by the State of California Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Forklift Certification within six months of hire. A Class A license is desirable.

Experience: Two years of increasingly responsible experience in automotive parts warehousing, inventory and stock control work. Experience as an automotive mechanic is desirable, and may be substituted for up to one year of parts warehousing experience.

Knowledge of:

- Safe working practices.
- Basic automotive parts warehouse methods and procedures.
- Methods of maintaining and taking inventories.
- Basic arithmetic.
- Equipment and supplies used by the District.
- Proper storage and issuance of equipment and supplies.
- Mechanical diagnostic procedures.
- Various vehicle and equipment parts and components
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Abilities:  
- Communicate effectively both verbally and in writing.  
- Maintain accurate records and legible entries in receiving, storing and issuing equipment and supplies.  
- Intermediate level computer data entry and recordkeeping skills  
- Lift heavy objects safely.  
- Work cooperatively with district employees and vendors.  
- Operate a forklift and related equipment in the proper storage and movement of supplies.  
- Make accurate arithmetic computations  
- Maintain cleanliness and safety of the auto shop parts facility.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to pick up and deliver parts, materials, and supplies for both District facilities. Driving: Moderate.

2. Works overtime, holidays, and weekends when required.

See Human Resources for physical assessment form.