

WASHINGTON STATE DEPARTMENT OF PERSONNEL

77900

Specification for Class of

EQUIPMENT PARTS SPECIALIST 1

**Abolished Effective July 1, 2007**

Definition: Orders, receives, stores and issues a variety of automotive, heavy duty and/or specialized highway equipment replacement parts and supplies.

Typical Work

Receives orders from mechanics for all types of automotive parts and for hand tools such as drills, motors, pipe and bolt taps, die nuts, pipe threaders, and wheel pullers and other tools not issued to the mechanics on a permanent basis;

Orders parts from parts supply houses which have a contract with the Department, and maintains records of same;

Checks shipments by checking field orders and purchase orders against the shippers' packing list and parts received;

Prepares and maintains shop requisitions on a stock room form to show the equipment the part is being used on;

Maintains a kardex system or other electronic record systems, and perpetual inventory records;

Keeps other records as required;

Maintains good public relations and safety practices;

Performs other work as required.

Knowledge and Abilities

Knowledge of: supply records and storage methods; inventory procedures and techniques; automotive parts catalogues and numbering systems.

Ability to: prepare and maintain routine supply records; make simple arithmetical computations; perform prolonged physical labor and lift heavy objects.

Minimum Qualifications

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High school graduation or possession of a GED certificate.

AND

One year of experience in the purchasing, storing, and issuing of replacement parts used in the repair of automobiles, trucks, and/or motorized heavy equipment such as loaders, backhoes, dozers, and graders.

A valid driver's license is required.

Revised minimum qualifications and title change (formerly Parts Supply Clerk I, Highways): 6-10-71

Revised minimum qualifications: 4-23-73

Title change (formerly Partsman): 9-7-73

Revised minimum qualifications and title change (formerly Parts Specialist) and general revision: 12-9-83

Revises minimum qualifications: 4-10-87

Revised definition, and minimum qualifications: 9-10-93