

Specification for Class of
EQUIPMENT PARTS SPECIALIST 2
Abolished Effective July 1, 2007

Definition: In a lead capacity is responsible for the procurement, storage, issuance and accounting of automotive, heavy duty and specialized equipment replacement parts and supplies in a district shop.

Typical Work

Requisitions tools, automotive supplies, heavy duty and specialized highway equipment and automotive replacement parts by listing parts numbers, description, quantity and estimated cost;

As authorized, writes field purchase orders for parts and supplies to be purchased locally and locates and purchases such parts and supplies;

Checks and supervises the checking of all incoming shipments; makes proper entries into automated computer system; and stores goods received;

Checks vouchers against invoices and orders for goods received and certifies as to receipt;

Establishes reorder points on fast-moving items;

Fills central shop orders over the counter and division orders by shipment;

As authorized, secures oral, telephone or written bids on items not covered by previous contract and for special items such as wire rope and special steel, and awards a contract; locates suppliers and secures bids for special machinery, steel or brass molding of forms or the fabrication of special equipment or parts;

Meets with sales people and representatives of automotive parts supply and machinery supply vendors and purchases or recommends the purchase of their goods;

Leads the work of an assistant;

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Is responsible for the orderliness and appearance of the parts warehouse;

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; State requisitioning and purchasing requirements.

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

Minimum Qualifications

High school graduation or possession of a GED certificate.

AND

Three years 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.

OR

Two years as an Equipment Parts Specialist 1.

A valid driver's license is required.

Title change (formerly Parts Supply Clerk II, Highways): 6-10-71

Revises minimum qualifications: 4-23-73

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

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

Revised minimum qualifications: 4-10-87

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