



## PARTS SPECIALIST 1

**Department: Planning and Public Works**

**Job Class: 900100**

**Pay Range: Maintenance/Trades 03**

**FLSA: Non-Exempt**

**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job

### **GENERAL FUNCTION**

An employee in this class is responsible for pick up, delivery, and issuance of automotive and heavy equipment parts and supplies, and for assisting with ordering, receiving, storing, record keeping and controlling inventory for the Equipment Services Section of the Transportation Services Division of the Planning and Public Works Department.

**SERIES CONCEPT:** The Parts Specialist 1 classification is the entry level position into the job series. The job series consists of three levels. The Parts Specialist 2 classification is distinguished from the Parts Specialist 1 position by exercising greater independent decision making responsibility and the ability to use and operate the automated inventory system without direction or assistance. The Parts Specialist lead classification has unit leadership responsibilities.

### **ESSENTIAL FUNCTIONS**

- Assist in the inspection of incoming shipments by checking the quantity and quality of items received against invoices, purchase orders, and specifications; logs items received on appropriate inventory control documents using an on-line computerized parts system.
- Receive, unpack and store items received.
- Receive work orders; prepare requisitions as directed; record and file requisitions using an on-line computerized parts system.
- Issue items from stock in accordance with prescribed methods.
- Drives vehicle to pick up and deliver tools, materials and equipment parts.
- Operate equipment such as a forklift or overhead crane to move heavy materials.
- Operate a County radio and office equipment such as a calculator, copy machine and computer.

### **OTHER JOB FUNCTIONS**

- May assist in the maintenance of the parts storage area, assigned shop and outside grounds of shop; may pick up litter, or clean conference rooms.
- Perform other duties as assigned.

**SUPERVISION EXERCISED AND RECEIVED:** This job class does not supervise. Supervision is by an administrative superior, with the Lead Parts Specialist providing direction and reviewing work for completeness and accuracy.

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**WORKING CONDITIONS:** The work environment characteristics described herein are representative of those an employee encounter while performing the essential job functions. The Parts Specialist 1 works in a shop or office environment. Work involves frequent travel throughout the County, where the incumbent may be exposed to hazardous weather or traffic conditions. Assignments might require driving to another shop location or field site in order to pick-up or deliver parts.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. The physical activities include the use hands and fingers in order to grab or carry a wide variety of parts. The use of eye sight in order to read and understand how various parts operate. The use of a personal computer to order and track parts inventory. This position is subject to bending, standing, carrying and pulling or storing parts for a prolonged period of time. The ability to drive in order to pick-up or deliver parts. This position is required to lift parts or equipment weighing forty pounds on a routine basis.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Automotive and heavy equipment parts, materials, supplies and their uses.
- Traffic laws.
- Pierce County roads.

**Skills In:**

- Driving a vehicle in all types of weather.

**Ability to:**

- Learn inventory procedures and techniques.
- Use a computerized parts inventory system.
- Follow verbal and written instructions.
- Use independent judgment.
- Meet required time schedules to pick up and deliver parts.
- Maintain regular, predicable and punctual attendance during regular scheduled work hours at assigned work site.
- Operate equipment such as forklifts and cranes.
- Physically perform the essential job functions.
- Meet the traveling requirements of the position.

**MINIMUM RECRUITING REQUIREMENTS TO APPLY:**

Possession of a valid driver's license and a safe driving record. Any experience which indicates the ability to perform the duties of the position. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment.