

PARTS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing and participating in the purchase, storage, inventory, and distribution of automotive parts, tools, and other supplies used by the Cattaraugus County Department of Public Works. Duties are performed under the general supervision of the Automotive Maintenance Supervisor with wide leeway allowed for the use of independent judgement in carrying out the details of work. Direct supervision is exercised over the work of subordinate storeroom personnel. A Parts Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Places orders with vendors for automotive parts, tools, and other supplies;
- Sets up and maintains an inventory control system to maintain proper inventory levels;
- Solicits price quotations from suppliers;
- Schedules delivery of purchases for efficiency and economy;
- Specifies method of transportation for orders;
- Supervises and participates in periodic inventory of stock;
- Maintains material cost records;
- Reviews receiving records and invoices for accuracy;
- Provides for the proper receiving and storage of incoming shipments;
- Obtains part numbers from equipment parts or operating manuals;
- Supervises and may perform the duties of subordinate stores personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of inventory control methods and procedures; good knowledge of automotive parts and automotive maintenance terminology; good knowledge of parts, tools, equipment, and other supplies used in the Department; ability to maintain accurate inventory, records; ability to layout and supervise the work of others; ability to maintain effective working relationships with vendors and department employees; clerical aptitude; attention to details; physical condition equal to the demands of the position.

PROMOTION QUALIFICATIONS: Candidates must be permanently employed as a Stores Clerk, Procurement Specialist, or Senior Automotive Mechanic and, in addition, meet the following minimum qualifications:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in business, marketing, accounting, automotive technology, or related field, and two years of experience ordering, receiving, storing, dispensing, and inventorying repair parts or merchandise;

OR

B) Four years of experience ordering, receiving, storing, dispensing, and inventorying repair parts or merchandise;

OR

C) Two years of experience involving the ordering, purchasing, receiving, inventory, sales, or the mechanical installation of replacement or automotive parts.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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