

## PARTS SPECIALIST

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 Fleet Maintenance Supervisor with wide leeway allowed for the use of independent judgement in carrying out the details of work. The incumbent may act as a lead worker for employees assigned to the parts room, however, supervision is not a responsibility of this position. A Parts Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Places orders with vendors for automotive parts, tools, and other supplies;
- 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;
- Participates in and performs 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 including on-line parts manuals;
- May perform the duties of subordinate stores personnel.

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

Good 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 maintain effective working relationships with vendors and department employees; clerical aptitude; attention to details; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: A high school or equivalency diploma or trade school course and three years of experience in purchasing, ordering, receiving, storing, issuing or installing automotive equipment, materials or supplies.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/19/2021