

## **Automotive Parts Storekeeper**

### **Definition:**

Under direction, to maintain an accurate inventory of a county automotive parts and equipment store room; to receive, inspect, store and issue parts and supplies; and to do related work as required.

This job classification may require shift work Monday through Friday. Candidates may also be subject to after hour call backs.

### **Essential Functions:**

- Orders, receives, inspects and stores automotive parts used in the repair and maintenance of a fleet of passenger vehicles, gasoline and diesel powered maintenance and construction equipment, and/or heavy duty on road diesel vehicles, together with a variety of auxiliary equipment.
- Issues parts for the repair of engines, clutches, carburetors, generators, distributors, starters, steering assemblies, front ends, transmissions, differentials, drive lines, electrical systems, brake systems, fuel injection systems, air conditioning systems, hydraulic systems and other specialized equipment.
- Issues substitute parts on the basis of knowledge of interchange ability of parts.
- Coordinates orders and delivery dates with vendors and makes corrections as needed.
- Picks up parts from automotive and equipment parts suppliers.
- Keeps stores cost allocations and compares delivery slips with purchase orders to verify and ensure appropriate transactions.
- Checks and prepares reports of parts accessories and equipment received; reorders stock when necessary; and provides pricing information on parts.
- Advises superiors regarding need for purchases.
- Properly maintains parts, accessories and equipment in storage status.
- Takes random parts room inventories to ensure inventory accuracy; conducts annual audits of automotive parts and equipment store room inventory to ensure compliance with county and other governmental agencies auditing standards as required.
- Utilizes a personal computer and related software applications; enters and retrieve numerical and narrative data from an automated system; reads and interprets computer printouts and information on computer screen.
- Keeps stock room clean and orderly.
- May oversee the activities of assigned special program, extra help staff.
- Performs job-related duties as assigned.

### **Employment Standards:**

- High School graduation or completion of G.E.D.
- One (1) year of experience that would provide a good working knowledge of automotive parts for passenger vehicles or heavy equipment.
- Possess and maintain a valid California Class C Driver's License.

**Knowledge of:** automotive vehicle parts and accessories; parts and accessories for gasoline and diesel driven construction and maintenance equipment and heavy duty on road diesel vehicles; the nature and use of a variety of parts catalogues; inventory principles and practices; proper methods of store keeping, including the receipt, inspection, storage and issuance of supplies.

**Skill in:** maintaining accurate records and perpetual inventories; handling heavy or bulky automotive parts, accessories and equipment; learning to access, input and retrieve information using personal computer and related software applications; directing the work of others; maintaining effective work relationships with vendors, officials and employees.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100 - 3109 and Ordinance Code Title 2 - Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.