



POSITION DESCRIPTION Roads Department Parts Clerk FLSA Status: Non Exempt County Classification: Occupational	16 November 2015 Reports to: Duchesne County Roads Department Director Revised: Human Resources Initials: _____
---	--

POSITION PROFILE <ul style="list-style-type: none">To record, store, and issue parts and supplies for Automotive repair, heavy equipment repair, and other related repairs.
GOALS <ul style="list-style-type: none">To ensure work performance, effective time management practices, and attention to detail.To maintain a safe and clean environment.To articulate and convey information accurately and appropriately to staff and public.To enhance technology and other job-related tools.
ESSENTIAL FUNCTIONS <ul style="list-style-type: none">Assess and monitor warehouse transactions.Track inventory maintenance and control equipment flow, using Fleet Maintenance software.Submit annual budget reports.Act as a liaison between vendors and mechanics.Follow up with open work orders and aggressively pursues acquisition on non-stocked repair parts.Enter completed work orders with parts, and costs into Fleet maintenance.Updates a perpetual, computerized inventory control system and verifies the physical stock count against the computer every time stock is added or removed.Follow procurement policies in obtaining parts and equipment for road department and shop.Corrects invoices, repair orders, and delivery papers as needed for proper billing and payment of parts.Maintain OSHA/MSHA standards of shop safety. Including storing flammable supplies in fire safe cabinets.Keep and maintain SDS Sheet on all materials.Update and enter daily truck pre-inspections / Notify shop mechanics of any problems / Issue a work order for repairs and order replacement parts.Ensure that crews have access to P.P.E.Check small equipment in and out.Maintain records for fuel and tires.Fill in for secretary as needed.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;

Knowledge of automotive parts and supplies; ability to perform simple mathematical computations with speed and accuracy; ability to read parts catalogs and order parts from outlined specifications; communicate verbally with other employees, vendors, and the public; move objects weighing less than 30 pounds of distances more than 50 feet; work cooperatively with other employees, vendors, and the public; update records of some complexity; understand and follow verbal and written instructions in the English language.

Must possess a valid driver's license with an acceptable driving record.

Must be capable of safely operating County vehicles.

SKILLS/ABILITIES

- Utilization of time management skills
- Exemplify professional skills and organizational skills.
- Attentive to detail including the ability to observe multiple activities and quickly identify
- Computer skills using MS Office – Specifically Microsoft Excel - and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality with public, staff and management
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret the English language

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other agencies.

REASONING ABILITY

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions to public, staff and management in day to day operations of the office.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Climb or balance, stoop, or kneel frequently.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.