

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6254 **TITLE:** AUTOMOTIVE PARTS SPECIALIST II **GRADE:** S-15

DEFINITION:

Under limited supervision, is responsible for the day-to-day operations of County maintenance facility parts rooms; assists with on-the-job training of Automotive Parts Specialists I; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Auto Parts Specialist I class in that the Automotive Parts Specialist I performs mainly routine or recurring tasks while the Automotive Parts Specialist II performs more complex and/or non-routine tasks under greater independence and accountability. This class is distinguished from the Warehouse Supervisor in that the Automotive Parts Specialist II serves as a lead worker and assists with on-the-job training of lower-level employees while the Warehouse Supervisor exercises full supervision, direction, and control over the warehouse function.

ILLUSTRATIVE DUTIES:

Assists Warehouse Supervisor with on-the-job training of lower-level employees;
Serves as lead worker in the automotive parts shop;
Maintains records and prepares special and periodic reports;
Determines what parts to stock, in what quantities, and where parts should be shelved using inventory management principles;
Inspects receipts and enters them into the inventory management system;
Conducts physical inventories and reconciles and reports differences;
Enters stock issues using the automated inventory management system and/or the fleet management system;
Interacts with operational staff (mechanics, autobody repairmen, and supervisors) to determine parts requirements and shop supplies needed by the facility;
Issues parts and shop supplies to meet facilities operation requirements utilizing computer systems and parts catalogs;
Establishes working relationships with suppliers to facilitate obtaining parts and supplies for operational needs;
Routinely orders parts, tires, fluids and shop supplies from contracted vendors;
Identifies appropriate vendor source if no contract is currently available for non-stock or non-routine parts and shop supplies, and seeks the contract that best meets the needs of the County (in terms of price, service, availability, etc.);
Uses the County's procurement system to order needed stock and non-stock parts and supplies;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge and understanding of contracting processes and contracts;
Considerable knowledge of the parts requirements for a wide-variety of vehicles (automobiles, trucks, specialty vehicles, fire and rescue vehicles, etc.);
Considerable knowledge of current procurement and inventory management practices and policies;
Considerable knowledge of and experience with automated procurement, inventory management, and fleet management systems;
Ability to maintain accurate records and prepare reports;
Ability to perform tasks which include lifting, stooping, bending, and working in tiring and uncomfortable positions;
Ability to recognize a wide variety of automotive and truck parts and equipment;
Ability to use and understand automotive and truck parts catalogs;
Ability to operate a computer and keyboard;
Ability to maintain good interpersonal relationships;
Ability to operate a motor vehicle and a forklift.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Completion of the tenth grade; PLUS
Four years experience in auto/truck parts procurement, supply management and/or sales.

CERTIFICATES AND LICENSES REQUIRED:

A valid motor vehicle operator's license is required.

REGRADED:	July 12, 2003
REVISED:	October 16, 2002
REVISED:	December 30, 1983