

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6255 **TITLE:** AUTOMOTIVE PARTS SPECIALIST I **GRADE:** S-14

DEFINITION:

Under general supervision, procures and issues parts and shop supplies for a wide variety of automotive, truck, and mechanical equipment, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Automotive Parts Specialist II 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.

ILLUSTRATIVE DUTIES:

Inspects, receives, and shelves inventory;
Inspects receipts and enters them into the inventory management system;
Assists with conducting physical inventories;
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;
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:

Knowledge of contracting processes and contracts;
Knowledge of the parts requirements for a wide-variety of vehicles (automobiles, trucks, specialty vehicles, fire and rescue vehicles, etc.);
Knowledge of current procurement and inventory management practices;
Basic knowledge of and experience with automated procurement, inventory management, and fleet management systems;
Ability to perform tasks which include lifting, stooping, bending, and working in tiring and uncomfortable positions;
Ability to recognize automotive and truck parts and equipment;
Ability to use 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
Two 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 18, 2002
REVISED:	December 30, 1983