

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT &
COMPENSATION DIVISION**

Job Title	<u>Parts & Inventory Clerk</u>
Sch.& Grade	<u>CTL-4</u>
Class Code	<u>FB21</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Performs entry level work such as receiving, stocking, and issuing parts and other supplies utilized for specialized and complex heavy machinery, automotive and diesel equipment.

SUPERVISION:

Under direct supervision of the Parts & Inventory Crewleader.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Orders parts and other supplies as directed to maintain appropriate inventory levels.
2. Checks incoming supplies, stocks shelves and issues parts.
3. Answers phone and radio inquiries as required.
4. Drives to off-site locations to pick up parts and/or supplies from a wide variety of vendors.
5. Utilizes parts computer inventory system to retrieve information necessary to place orders or answer general inquiries.
6. Reads and interprets a variety of information relating to parts.
7. Maintains a clean and safe work area.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, and in-house training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

This is an entry level position - specific knowledge of automotive parts is preferred but not required.

Abilities

Follow oral and written instructions; read and interpret information; make basic mathematical calculations; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Experience in automotive parts work or a related area is preferred but not required.

Physical Requirements

Performs bending, squatting, twisting, sorting, and reaching to both ground level and overhead; lifts and carries up to 40 pounds; pushes and pulls up to 50 pounds; retrieves, transports, and places parts; must possess ability to operate a computer keyboard.

Working Environment

Both indoor and outdoor working environment - indoor work in a garage setting and outdoor work due to regular travel to off-site locations; exposure to dust, pollen, and diesel fumes; subject to extreme weather conditions when traveling to off-site locations; at times, subject to extreme noise levels; susceptible to chemical, mechanical and other safety hazards associated with handling certain supplies and working in a garage setting. Works in confined spaces.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Subject to emergency call-in; may be required to work weekends, holidays, or a variety of shifts.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____