

FLEET-PARTS STOREKEEPER

DEFINITION

Orders, receives, inspects, stores, and issues fleet parts, repair materials, and tools used in a District fleet maintenance shop and is responsible for the care and maintenance of a District fleet parts storeroom.

TYPICAL DUTIES

Issues fleet parts, equipment, and repair materials for use in a District fleet shop or garage.
Classifies and arranges parts, supplies, and tools in a District fleet parts storeroom.
Maintains computerized records of equipment and supplies received, issued, and in stock.
Completes a variety of forms including transfers, credits, and parts requisitions related to ordering and issuance of stock and nonstock parts and materials, and maintains related records.
Enters quantity, number, and description of parts and materials on repair orders.
Prices, requisitions, and receives stock parts and supplies.
Maintains an inventory of commonly used parts.
Contacts vendors and orders emergency nonstock fleet parts and supplies and arranges for their delivery.
Evaluates the quality of parts and their conformity to specifications and determines the acceptability of parts substitutions.
Checks prices charged for parts against invoices for correctness.
Takes daily inventories of bulk fuel and oil and checks deliveries for correctness.
Marks special tools as received for maintenance records and controls.
Makes minor repairs to equipment and tools.
Issues specialized tools.
May operate a forklift to obtain and transport equipment.
May drive a vehicle to pick up emergency fleet repair parts and supplies.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fleet-Parts Storekeeper maintains District fleet parts storerooms in which parts, repair materials, and tools used in fleet garages are ordered, received, inspected, stored, and issued.

The Supervising Fleet-Parts Storekeeper supervises the operations of District fleet parts storerooms, and is responsible for quality control of non-stock parts and materials.

An Automotive-Parts Purchaser is responsible for identifying sources for the purchase of non-stock parts, equipment, and materials for District fleet maintenance facilities.

SUPERVISION

General supervision is received from the site supervisor. Technical supervision is received from the Supervising Fleet-Parts Storekeeper. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Nomenclature and use of tools and equipment used in an fleet repair shop
- Fleet and heavy duty parts, internal combustion engines, and miscellaneous power units
- Use and storage requirements of materials and supplies used in a fleet shop
- Trade manuals and parts catalogs covering heavy duty and fleet equipment
- Fleet-parts storekeeping records
- Office practices and clerical procedures involved in requisitioning, receiving, and issuing supplies and equipment
- Computerized recordkeeping and related data entry procedures

Ability to:

- Classify fleet repair parts for storage and issuance
- Exercise judgment in the issuance of parts, materials, and tools
- Interpret fleet parts catalogs and manuals
- Make substitutions of parts when appropriate
- Perform clerical and manual operations involved in ordering, receipt, and storage of fleet parts, supplies, and equipment
- Work effectively with vendors and District employees
- Keep simple numerical records
- Operate a computer terminal
- Operate a forklift
- Physically identify installed components on fleet and heavy duty equipment

Special Physical requirements:

- Safely lift and carry fleet parts and equipment weighing at least 50 pounds

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- Two years of experience in ordering or issuing fleet parts and supplies, preferably including use of a computerized inventory control system.

Special:

- A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK

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