

# Uintah County

## Job Description



<b>Title:</b>	Parts Clerk/Parts Runner	<b>Code:</b>	814
<b>Division:</b>	Administration	<b>Effective Date:</b>	04/20
<b>Department:</b>	Fleet	<b>Last Revised:</b>	0
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	10

### GENERAL PURPOSE

To record, store, and issue parts and supplies for automotive repair, heavy equipment repair, and other related repairs.

### SUPERVISION RECEIVED

Works under the general supervision of the Fleet / Purchasing Director

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Updates a perpetual, computerized inventory control system and verifies the physical stock count against the computer every time stock is added or removed.

Corrects invoices, repair orders, and delivery papers as needed for proper billing and payment of parts.

Orders parts from contracted vendors that are not in stock, but are required immediately for a mechanical repair.

Issues parts, tools, and equipment to automotive and heavy equipment mechanics.

Charges requested automotive and heavy equipment parts against the proper vehicles.

Prepares automotive and heavy equipment parts requisitions.

Cleans storeroom, stocks shelves, and maintains storeroom to insure a safe and orderly work area.

Performs other duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. High School Diploma or equivalent plus on (1) one year of experience in receiving, stocking, and issuing materials or performing related duties.
2. Required Knowledge, Skills, and Abilities:
 

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 20 pounds of distances more than 20 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.
3. Additional Requirements:

Must be capable of operating County vehicles safely.  
Must possess a valid Utah Driver's License and have an acceptable driving record.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing required to safely perform essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Continuous travel in automobile or heavy equipment required in job performance

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)