



Job Description

TITLE: Parts Clerk	JOB CODE: 5145
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Labor/Trade
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, performs a wide variety of duties to support the Shop Parts Room; identifies sources, orders, stocks and issues parts and supplies, makes pick-ups and deliveries, and conducts inventories.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives, stocks, and issues materials, supplies, tools and equipment; verifies incoming shipments for appropriate quantity and quality; signs for items as appropriate.
- Orders stock items from blanket vendors; accounts for and verifies materials received; marks stock items as they arrive.
- Obtains and fills orders; delivers parts as appropriate; answers questions on ordering procedures.
- Retrieves parts, supplies and materials from various sources, and provides deliveries to users.
- Transports vehicles to various outside locations for repairs.
- Meets with vendors to resolve concerns and disputes associated with quantity, quality and delivery differences.
- Maintains computerized files; compiles records and utilizes computerized stock inventory system to place orders; adjusts stock levels based on usage.
- Operates appropriate equipment as needed.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the practices and techniques of purchasing, stores and inventory.
- Have knowledge of parts room stocking and public purchasing practices.
- Knowledge of computerized inventory practices, procedures, and forms.
- Knowledge of modern office procedures and methods.
- Knowledge of gasoline and diesel-powered vehicles and equipment.
- Knowledge of County policies and procedures.
- Skill in establishing and maintaining effective working relationships with customers and suppliers.
- Skill in maintaining accurate records of inventories and materials, parts and supplies that are received and issued.
- Skill in maintaining accurate records of work projects and supply usage.

Job Description

Parts Clerk

- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School Diploma or GED equivalent and two (2) years of experience in inventory and stores operations.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____