

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009238
Grade 16
FLSA: N**

AUTOMOTIVE PARTS TECHNICIAN II*

DEFINITION OF CLASS:

The Automotive Parts Technicians perform specialized work providing 'tools and parts support' on a shift to the equipment mechanics and other trade workers of the Division of Fleet Management Services in heavy equipment and transit bus maintenance and repair.

DISTINGUISHING CHARACTERISTICS:

The Automotive Parts Technician II, is the journey level class of the Automotive Parts Technician series which requires greater technical expertise in operating procedures to do assigned work and independence interpreting and applying rules and policies distinguish it from the lower level.

MAJOR DUTIES:

Incumbents in this class are responsible for receiving supplies (turn-ins or new deliveries) or fulfilling the supply needs of a requesting party, which may entail checking conditions, quantities and sizes of items or researching product lines, cross referencing parts/materials manufactured by two or more manufacturers, providing recommendations for and obtaining substitute parts/materials, and incidentally ordering the manufacture of parts.

The work of the class involves independent performance of various 'tools and parts support' assignments; the work directly provides (through time-sensitive supply of parts-lubricants-fuels) the automotive maintenance and repair services of the unit of assignment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives supplies; unloads, unpacks and places items in assigned locations; counts, sorts or weighs incoming articles to verify receipt as specified on invoice/bill of lading/purchase order; examines received goods to check for damage and verify conformance to specifications; and operates materials handling equipment (such as dolly, forklift, pallet jack and hoist) to move items.
- Labels and stores items in bins, on floor and on shelves according to identifying information such as part number, style, size, or type of material and established procedures.
- Rearranges and/or relocates stock as necessary to accommodate changing needs and requirements; safeguards stock against loss, damage, or theft.
- Works as 'counter person' receiving turn-ins and fulfilling supply requests from shop personnel.
- Researches alternative parts when an exact part for replacement is unavailable, locates difficult-to-find parts, or gives detailed instructions to vendors for fabrication of a part that is no longer made.
- Monitors supply levels (including fuel supplies) and prepares requisitions for stock replacement; determines stock levels and reorder points by using computerized systems.
- Fills orders for requested items, checks items against the requisition, and obtains receipt from requesting-receiving party.
- Maintains master locator files.
- Maintains varied stock records (either automated or manual or combination of both) such as items received, orders filled, items used or damaged, etc.; prepares reports, as assigned.
- Removes items from stock such as discontinued, outdated, spoiled, damaged or hazardous items, and items designated for auction, destruction, trade-in, etc.

- Conducts periodic physical inventories.
- Cleans storage area, maintains stock in order, otherwise practices good storekeeping/housekeeping, and follows established safety procedures; may lead a trainee in such activities.
- Picks up and delivers supply items, as needed.
- Operates a motor vehicle, on a regularly recurring basis, to get to/from work sites, meet with various parties and perform other functions.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Daily work is performed under the general direction of a supervisor who is typically not on shift with the incumbent or readily available for advice/consultation. Incumbents are to follow standard operating procedures with little instruction provided on the methods, techniques and practices to be used. Incumbents, on their own and within delegated authority, plan how work assignments will be completed and use their knowledge of generally-accepted and standard operating procedures to select the appropriate method(s) to complete their daily work including finding and acquiring rare parts under severe time pressure. Work is subject to check upon completion for conformance to standards/procedures.

SUPERVISION EXERCISED: May oversee, lead and train others in the storage and distribution of stock items in accordance with established procedures, as assigned.

GUIDELINES:

Incumbents follow standard operating procedures and other guidelines (including procurement processes, part manuals and technical manuals) that require incumbents to select and apply the correct guide(s) from a variety of procedures and methods to accomplish the work.

COMPLEXITY:

Complexity of the work is characterized by problem solving, planning, and organizing, or making decisions, after considering several factors such as sources of suppliers, suitability of substitute parts and time/cost/need to have a part manufactured or modified; this includes researching alternative parts, locating difficult-to-find parts, and giving detailed instructions to vendors for fabrication of a part.

SCOPE AND EFFECT:

The work or supply service affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in supported organizations and other supply units.

CONTACTS:

Contacts include vendors/suppliers to inquire about availability and arrange for delivery, or manufacture/modification, of non-stock items, drivers and other delivery personnel or business owners/principals/representatives concerning supply matters, supervisory personnel to discuss supply requests, provide advice and coordinate special/seasonal needs; there is also provision of tools/parts/other supplies to workers.

PUBLIC SERVICE /ASSISTANCE:

An incumbent in this class typically provides no service or assistance to the public.

HAZARDS:

The work involves a variety of risks including regularly recurring exposure to hazards associated with greasy/slippery surfaces, cuts from parts, emissions from vehicles and similar conditions

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent (GED or High School Proficiency Examination.)

Experience:

- Two (2) years of experience in storekeeping that includes researching, ordering, receiving, checking, stocking, inventorying and issuing supply items applicable to the automotive tools and parts trade: or
- One (1) year of experience as an Automotive Parts Technician I.

Substitutions: None

Licenses, Registrations, Certifications, or Special Requirements:

At Time of Employment Application:

Possession and maintenance of:

- A valid Class “C” (or equivalent) driver’s license from the applicant's state of residence; and,
- A Class “A” or “B” Commercial Driver’s License (CDL) with Passenger and Air Brake Endorsements, issued by applicant’s state of residence, as required by the position of assignment.

First Day of County Employment:

Possession and maintenance of:

- A valid Class “C” (or equivalent) driver’s license from the applicant's state of residence; and,
- A Class “A” or “B” Commercial Driver’s License (CDL) with Passenger and Air Brake Endorsements, issued by applicant’s state of residence, as required by the position of assignment.

Upon Completion of the Probationary

Period: Possession and maintenance of:

- A valid Class “C” (or equivalent) driver’s license from the applicant's state of residence;
- A Class “A” or “B” Commercial Driver’s License (CDL) with Passenger and Air Brake Endorsements, issued by applicant’s state of residence, as required by the position of assignment; and,
- A valid Occupational Safety and Health Administration (OSHA) Industrial Forklift Certification.

Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- Supplying, the full range of parts, lubricants and fluids used in maintenance and repair of transit buses or heavy equipment, as pertinent to the position of assignment. This includes knowledge of how parts work in automotive systems such as the charging system and the steering system and subsystems, and skill in researching and locating hard-to-find parts including substitutions.
- Storekeeping methods and procedures used in researching, ordering, receiving, storing, and distributing a wide variety of automotive supply items including parts, lubricants, and fluids.
- Computerized warehousing methods and recordkeeping in maintaining a perpetual inventory.
- How to use manuals, catalogs, checklists, and other references to cross reference materials.

Skill in:

- Problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include identifying substitutable parts for transit buses or heavy equipment when original parts are hard-to-find or no longer manufactured, determining reorder points and stock levels utilizing a computerized warehousing system, and specifying a part to be manufactured/modified.
- Written communication to understand written information and to express information in writing so that others will understand. This includes skill in preparing reports concerning inventory levels, item usage, costs, and related matters.
- Oral communication to understand verbal information and to express information verbally so that others will understand.
- Interpersonal interactions to interact with contacts in a businesslike, customer service-oriented manner.
- Operating standard office equipment and using modern office software suites as well as specialized supply/warehouse systems such as automotive parts supply and fluid management systems.

Ability to:

- Attend meetings or perform other assignments at locations outside the immediate duty site.

Work Environment:

Incumbents typically move between the parts room, maintenance shop bays and outside storage facilities throughout a shift. The overall environment includes areas that are dirty, greasy, and dusty; work outside exposes incumbents to a range of adverse weather conditions and there is exposure to vehicle emissions.

Physical Demands:

The work requires incumbents to keyboard, stand or walk for extended periods and to reach, climb, crouch, bend and otherwise move about and position oneself. Incumbents in this class frequently lift and carry or move tools, parts, equipment, or other materials/supplies that weigh 20 to 50 pounds or more including some items weighing about 100 pounds; they use hand trucks, dollies and other materials handling equipment on a regularly recurring basis and use mechanical advantage or obtain help from other workers for movement of the heaviest items.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

PROMOTION POTENTIAL: This is the budget-level class.

CLASS SPECIFICATION HISTORY:

Class Established: October 2017

Revised (format): April 2018

Updated Minimum Qualifications (Certification) March, 2021