

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

**Code No. 009239
Grade 12
FLSA: N**

AUTOMOTIVE PARTS TECHNICIAN I

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 I, is an entry/developmental class to under- fill existing Automotive Parts Technician II positions. The limited nature of the assigned work, on-the-job training and guidance given distinguish this class from the Automotive Parts Technician II positions.

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, and providing recommendations for substitute parts/materials.

The work of the class involves various specialized 'tools and parts' supply-related assignments that may require the use of a computer or other electronic devices, materials handling equipment, and/or other equipment; the work directly contributes to the automotive repair and maintenance services of the unit of assignment. Incumbents typically move between the parts room, maintenance shop bays and outside storage facilities throughout a shift.

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.
- Monitors supply levels (including fuel supplies) and prepares requisitions for stock replacement.
- Fills orders for requested items, checks items against the requisition, and obtains receipt from requesting-receiving party.
- Issues specific types and quantities of various commodities and other types of supply items.
- 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.
- Assists with conduct of periodic physical inventories.

- Cleans storage area, maintains stock in order, otherwise practices good storekeeping/housekeeping, and follows established safety procedures.
- 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:

Incumbents work under supervision of an automotive parts supervisor; the supervisor or a higher-grade employee is available to provide guidance for non-routine matters/situations. Work is intermittently checked in progress or upon completion for compliance with instructions/standards/procedures.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Work assignments are stable in nature, and incumbents are expected to work according to clearly defined standard operating procedures that apply to regularly recurring work.

COMPLEXITY:

Complexity of the work is characterized by the existence of several related steps required in the researching, receiving, storing, issuing, inventorying and reporting a variety of supplies (commodities such as lubricants/fuels, automotive tools, automotive parts, gear, uniforms, accessories, etc.).

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 department/agency personnel who are supported by the supply operation and vendors/suppliers; the primary purposes of interactions, which involve the exchange of routine and non-routine information, are to check in tools and parts, to check out tools and parts, and to resolve or report discrepancies in orders/deliveries or items issued; there is also contact with vendors/suppliers to locate and procure tools/parts and other supplies such as lubricants and fuels.

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/slippy 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: One (1) year of experience in storekeeping that includes (a) researching, ordering, receiving, checking, stocking, inventorying and issuing supply items, and (b) demonstrated ability to perform these types of storekeeping functions in the automotive supply domain.

Substitutions: Two (2) years of additional experience may be substituted for the high school requirement.

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:

Basic Knowledge of:

- Established principles and practices of ordering, receiving, storing, inventorying and issuing items of supply peculiar to the organization of assignment, and ability to acquire knowledge of, and skill in 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.

Skill in:

- Problem solving to select, organize, and logically process relevant information to solve a problem. Examples include maintaining prescribed stock levels, receiving goods and checking them against order/delivery documents, and packaging or issuing specific types and quantities of various commodities and other types of supply items.
- Written communication to understand straightforward written information and to express such information in writing so that others will understand. This includes skill in checking items against order/issue/delivery documents.
- Oral communication to understand straightforward verbal information and to express such 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.

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:

May be promoted to Automotive Parts Technician II after two (2) years of experience as an Automotive Parts Technician I, successful completion of all training, possession of all required licenses and certifications, and recommendation of the appointing authority.

CLASS SPECIFICATION HISTORY:

Class Established: October, 2017

Revised (format): April 2018

Updated Minimum Qualifications (Certification): March, 2021