

NEW CASTLE COUNTY GOVERNMENT

Number 0806

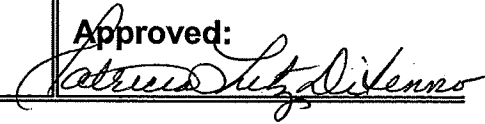
CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

Title: AUTOMOTIVE PARTS SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Supervises the operation and control of the inventory of the automotive parts unit of the central maintenance facility of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises the ordering, stocking, and issuing of all automotive parts, supplies, and related equipment, including all parts for motorized equipment, at the central automotive maintenance facility. Responsibilities include keeping a running inventory record on all parts in stock and maintaining an on-line vehicle information system. Work may also involve driving to vendors at various locations to pick up and deliver parts. Prior experience in supply activities dealing with automotive parts is necessary since knowledge of parts nomenclature is important. This employee supervises subordinate staff and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Orders and stocks all necessary automotive parts for automotive maintenance operations;
- Prepares and maintains inventory control data to correspond to factory part numbers;
- Periodically checks stock to maintain control of parts and deletes obsolete items for credit return to distributors;
- Monitors vehicle parts warranties;
- Oversees the storage and issuing of all automotive parts;
- Develops standard operational procedures which insure continued uninterrupted parts support in supervisor's absence;
- Supervises subordinate employees;
- Trains subordinate personnel in procedures for ordering automotive parts from local vendors to include checking available funds;
- Conducts computer system training to allow all subordinates system management knowledge;
- Conducts proficiency training in all facets of the parts room operation and documents training;
- Checks all incoming orders for proper pricing, quantity, and conformity to purchase requirements;

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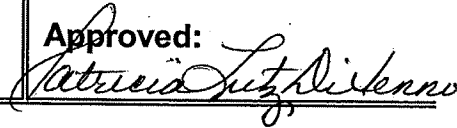
CLASS SPECIFICATION

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Date 11/01/03

Title: AUTOMOTIVE PARTS SUPERVISOR

Approved:



- Maintains other inventory and cost records as required and prepares related reports;
- Takes physical inventory of parts;
- Maintains current automotive parts manuals and catalogs;
- Coordinates with work group supervisors to insure a high level of customer service;
- Monitors County fuel tanks and insures proper fuel stock;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the methods of ordering, receiving, storing, and issuing a large inventory of automotive parts, materials and equipment; thorough knowledge of automotive parts room inventory control methods; good knowledge of the nomenclature of automotive parts; ability to maintain records and to prepare reports; ability to supervise the work of other employees; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience in work which involves the ordering, storage and issuance of automotive parts and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENT: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 03/14/95
Revised: 10/01/99
Revised: 11/01/03