

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AUTOMOTIVE PARTS WAREHOUSER

POSITION CODE: 03730
Effective: 4-19-95

DISTINGUISHING FEATURES OF WORK:

Under direction, operates automotive garage parts issue rooms or storerooms and/or warehouses; performs specialized stores work in the ordering, purchasing, receiving, inventorying, identifying and issuing of automotive, vehicular, and associated parts items of considerable value; prepares items for shipment; maintains clerical records of stock received and issued, and inventory controls; may serve as a designated lead worker to other Automotive Parts Warehouse workers.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, stores, issues and prepares for shipping automotive and vehicular parts; records receipt and issuance of stocks on an automated computer system; utilizing an automated computer system maintains running inventories of stock levels using Original Equipment Manufacturer application books or application books provided by individual automotive vendors; reads schematics, interprets parts nomenclature and routinely identifies parts visually; distributes parts to garage personnel for the repair and maintenance of vehicles; meets with vendors, individuals having vehicles serviced and others as required; picks up parts from dealers as necessary; utilizes and updates parts manuals, catalogs and Division of Vehicles (DOV) procedure manual to ensure cost effectiveness in purchasing activities.
2. Prepares or assists in the preparation of requisitions necessary for stock replacement; makes emergency purchases of items when authorized, in accordance with the State Purchasing Act, Department of Central Management Services and DOV procedures; approves invoices for payment.
3. Checks quantity and quality of stores received to assure compliance with policies.
4. Performs a monthly physical inventory all parts on hand and records results.

AUTOMOTIVE PARTS WAREHOUSER (Continued)

5. May act as garage timekeeper; maintains records incidental to computing garage mechanic labor costs.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school or completion of an approved training program.

Requires two years of experience in the keeping of automotive or vehicular stores and records or as an automotive mechanic.

Knowledges, Skills and Abilities

Requires working knowledge of storeroom and warehouse methods, procedures, and inventory record keeping and controls peculiar to automotive and vehicular parts.

Requires working knowledge of procurement, requisitioning, and shipment procedures that are peculiar to automotive and vehicular parts.

Requires ability to use an automated computer system; some prior keypunch experience is necessary.

Requires ability to identify automotive and vehicular parts visually or from mechanic's oral descriptions.

Requires ability to prepare and maintain stock records reports and inventories.

Requires ability to evaluate the quality of goods on hand and received.

Requires ability to coordinate and implement activities and procedures designed to improve garage utilization.