

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

AUTOMOTIVE PARTS WAREHOUSE SPECIALIST

POSITION CODE: 03734  
Effective: 4-19-95

DISTINGUISHING FEATURES OF WORK:

Under general direction, operates automotive garage parts issue rooms or storerooms; performs specialized stores work in the ordering, purchasing, receiving, inventorying, identifying and issuing of automotive, vehicular and associated parts items; prepares items for shipment; maintains clerical records of stock received and issued, and inventory controls utilizing an automated system; may serve as a designated lead worker to other Automotive Parts Warehouse workers at the assigned garage; perform inventory functions for all State garages, implements and oversees special projects relating to parts department operations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts annual physical inventories of parts store rooms throughout the State as directed; maintains inventory controls; accounts for inventory variances; makes appropriate reports of findings and recommends corrective action to division management.
2. Receives, stores, issues and prepares for shipping automotive and vehicular parts; records receipt and issuance of stocks on an automated computer system; maintains running inventories of stock levels using OEM application books or application books provided by individual automotive vendors, through an automated computer system; 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 service on their vehicles, and others as requires; picks up parts from dealers as necessary; utilizes and updates parts manuals, catalogs, and Department of Vehicles (DOV) procedure manual to ensure cost effectiveness in purchasing activities.
3. 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, the Department of Central Management Services and DOV procedures; obligates funds by ordering goods and services; approves invoices for payment.

## AUTOMOTIVE PARTS WAREHOUSE SPECIALIST (Continued)

4. Checks quantity and quality of stores received to assure compliance with policies.
5. Performs a monthly physical inventory of all parts on hand and records results.
6. May act as garage timekeeper; maintains records incidental to computing garage mechanic labor costs.
7. 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 three years of experience in the keeping of automotive and vehicular stores and records.

#### Knowledges, Skills and Abilities

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

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

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

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

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

Requires ability to analyze and make layouts of storage spaces and facilities.