

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED MARCH 1999**  
**RANGE: 40.5**  
**CLASSIFIED**  
**CODE: 2, 3, 4, 7, 9**

### **AUTOMOTIVE PARTS TECHNICIAN**

#### **DEFINITION**

Under general directions, receive, store and distribute a variety of automotive parts, supplies, tools, materials and equipment;

perform a variety of computerized record and inventory control functions pertaining to the automotive parts storage and distribution operation;

and may perform other related work as required.

#### **EXAMPLES OF DUTIES**

Receive automotive parts, tools, equipment, materials and supplies and check them against purchase orders and delivery documentation to ensure correctness of merchandise and proper condition;

store received automotive parts, tools, supplies, materials and equipment in specified storage areas;

fill parts requisitions and orders and complete the necessary clerical functions;

maintain an appropriate inventory of automotive parts, supplies, materials, tools and equipment, and reorder stock when the supply reaches a specified reorder point;

perform periodic and perpetual inventory functions to ensure that inventory control procedures are properly maintained;

operate a computer terminal in maintaining a data management, storage and retrieval system;

receive and interview vendors, and review products and product lines;

recommend changes to the parts, supply, materials, and equipment inventory;

analyze the storeroom inventory in a continuous effort to standardize needed supply of parts, tools, supplies and equipment;

maintain a variety of technical manuals and vendor and manufacturer catalogues;

maintain the storeroom in a neat, orderly and secure condition;

label and mark storeroom items utilizing a predetermined classification and identification system;

perform routine maintenance and repair to specialized automotive tools and equipment;

operate a vehicle to secure needed parts and equipment.

#### **QUALIFICATIONS**

##### ***Knowledge of:***

Methods, procedures and techniques pertaining to the receiving, distribution and control of automotive parts, materials, supplies and equipment;

computerized inventory control record management processes;

safe working methods and procedures.

Ability to:

Learn and effectively use computer programs for record keeping and report writing;

effectively and efficiently receive, store and distribute automotive parts, materials and supplies;

perform technical and specialized clerical functions;

understand and carry out oral and written directions;

may require the ability to lift 50 lbs., climb ladders, stoop, bend, kneel, squat and stand for long periods of time;

establish and maintain cooperative working relationships with fellow employees, outside clients and vendors.

Experience:

Three years of experience in a light and heavy duty automotive parts, tools, and equipment distribution operation.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in automotive parts, tools, supplies and equipment storage and distribution.

Conditions of employment:

A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

A substance abuse test, at office expense, is required prior to employment.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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Formerly: AutoPartsTech