

# **AUTOMOTIVE PARTS COORDINATOR**

**Department: Public Works**  
**Classification: Competitive**  
**Specification Number: 3865**  
**Approved: 7/15/24**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in automotive parts recordkeeping.

## **NECESSARY SPECIAL REQUIREMENTS**

1. An ability to lift items weighing 50 pounds.
2. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under supervision, an employee in this title receives, stores and issues automotive parts, equipment and tools. Responsibility is included for maintaining inventory. Duties require heavy lifting and use of devices such as fork lifts, skid jacks and dollies. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Issues automotive parts, tools and equipment in accordance with procedures;
- Maintains records of automotive parts, entering items, quantity received, quantity dispensed, vendor, purchase order number, and cost;
- Inspects received items to assure conformance with purchase orders and specifications;
- Purchases automotive parts by telephone or written orders;
- Reports on inventory on hand and establishes reorder points;
- May pick up and deliver automotive parts.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of automotive parts, supplies, tools and equipment; good knowledge of storekeeping methods and procedures; working knowledge of arithmetic calculations; ability to identify automotive parts and use parts catalogs; ability to lift heavy items and use lifting devices; physical condition commensurate with the demands of the position.