

STOREKEEPER II (AUTOMOTIVE) AND MACHINIST

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of semi-technical manual, clerical and mechanical work of a difficult nature involving the application of standard storekeeping practices, recording and analyzing bids for parts in a specialized field as well as setting up and operating a variety of general or specialized metal-working machines to repair or replace automotive parts or auxiliary units. Incumbent maintains inventory of leased and town owned vehicles and is in contact with leasing and insurance companies. This position differs from Storekeeper (Automotive) and Machinist in that maintaining inventory of leased and town owned vehicles, contact with leasing and insurance companies and having expertise in recording and analyzing bids for automotive and truck parts, shop equipment and tires is required. The incumbent works under the direct supervision of a Shop Supervisor. During a period of emergency, any employee in this class may be required to work at other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a stockroom of automotive and heavy duty truck parts with perpetual inventory;
Orders and receives supplies, parts, materials, tools, equipment, etc.;
Issues parts and materials as required;
Enters part name, number and price on microcomputer;
Makes daily computer entries of parts distributed;
Prepares invoices daily for interdepartmental billing indicating part numbers distributed, job descriptions, cost and total labor time;
Performs necessary operations utilizing a lathe for resurfacing brake drums, rotors, etc.;
Uses a micrometer to determine thickness of drums and rotors;
Prepares air and fluid hoses for installation utilizing a hydraulic press;
Performs miscellaneous basic mechanical and vehicle maintenance on an emergency/as needed basis;
Consults with the Department of Highway, Department of Public Works and the Department of Purchasing in reference to purchase of tires, automotive and truck parts and shop equipment;
Records and analyzes bids for tires, automotive and truck parts and shop equipment and prepares recommendations for procurement;
Maintains inventory of leased and town owned vehicles and responsible for registration, plates, etc.;
Insures timely returns of leased vehicles and in contact with leasing companies;
Contacts insurance company with information for adding or deleting leased and town owned vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods and practices for ordering, receiving, storing, maintaining and issuing supplies and equipment; good knowledge of computerized inventory control methods and business arithmetic; good knowledge of the operations of specialized metal-working machines and accompanying hand tools and equipment; working knowledge of requisitioning procedures and the nomenclature of automotive parts; ability to record and analyze bids and prepare recommendations for tires, automotive and truck parts and shop equipment; ability to understand and carry out oral and written instructions and to prepare written reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of work experience which substantially involved automotive storekeeping duties and one (1) year of work experience as a machinist.

NOTES:

1. Where work experience involved a combination of automotive storekeeping and machinist duties, five (5) years are required.
2. Technical or vocational training or experience in automotive mechanics may be substituted for up to one (1) year of the required automotive storekeeping experience. Additional work experience may be substituted for schooling on a year-for-year basis.

PROMOTION: Two (2) years of permanent competitive class status as Storekeeper (Automotive) and Machinist.