



# CLASS TITLE | AUTOMOTIVE STOREKEEPER

PAY GRADE: LT-16 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 5/1/2024

Class Code: 8509

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs a variety of tasks involving the purchase, receipt, storage and distribution control of an automotive and mechanical parts inventory, and other related assigned duties.

### ESSENTIAL TASKS:

- Receives in-coming requested materials, parts and supplies
- Issues materials, parts and supplies
- Stocks and restocks materials
- Inspects materials, supplies, tools, and equipment to see that they are in accordance with specifications and invoices
- Checks on material availability, costs, and vendor status of overdue orders
- Requisitions new stock for inventory
- Maintains a perpetual inventory, keeping a supply of material between specified minimum and maximum limits
- Tracks, records, and maintains a balance of inventory expenditures
- Cleans and maintains work areas and warehouse facilities
- Provides repair personnel with technical assistance regarding part needs
- Contacts various agencies and suppliers for special inventory items, and operates light duty trucks to pick up such items when necessary
- Prepares various reports
- Loads and unloads trucks
- Subject to after-hours call-out, overtime and emergency operations support as needed
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- a) Graduation from high school or possession of a General Educational Development Certificate (GED), **and**;
- b) Two (2) years of experience in progressively responsible automotive inventory and parts counter work

### **PAY INCREASE OPPORTUNITY**

Employee will be eligible for a one step increase upon completion of Ford Master Certified Parts Counterperson certification and one year of employment in the position. Employee will be eligible for an additional one step increase upon completion of Automotive Service Excellence (ASE) Parts Specialist certification and two years of employment in the position.

**\*\*\*Employees requesting proficiency or progression increases must not be on a City Performance Improvement Plan at the time of the request.\*\*\***



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## Knowledge, Abilities and Skills:

### Knowledge of:

- Considerable knowledge of automotive and mechanical parts and supplies and/or specialized heavy automotive equipment
- Good knowledge of parts suppliers, catalogs, and cross reference guides
- Good knowledge of the use of computerized and/or manual inventory systems
- Some knowledge of the safety requirements of the work performed

### Ability to:

- Ability to maintain inventory and record systems
- Ability to complete concise requisitions for needed parts; ability to write legibly; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

### Skill in:

- Good skill in the use of a personal computers and other related software to facilitate inventory control, material and, tracking

Physical Requirements: Physical requirements include frequent standing and walking; frequent lifting and carrying up to 60 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent bending, reaching, and handling; occasional balancing, kneeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform essential tasks.

### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**;
- b) Required certified Forklift Operator license within ninety (90) days of hire

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May require traveling to other city sites and to vendors for business related; and possibly work in an alternate storeroom occasionally. May be exposed to the following: hazardous materials, flammable liquids, toxic and/or exhaust fumes, excessive dust, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, and insect bites.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Purchasing and Stores**