

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: 074**

---

**CLASSIFICATION:** Automotive Parts Specialist

**DEPARTMENT:** Public Works

**CLASS DEFINITION:** Under moderate supervision, maintain an automotive parts storeroom, inventory parts and maintain established levels of stock, and purchase stock.

**DISTINGUISHING CHARACTERISTICS:**

This class is characterized by the specific and specialized kinds of knowledge of automotive/heavy equipment or electronic parts needed to ensure that the proper part is provided with the least delay.

**SUPERVISION RECEIVED AND EXERCISED:**

Works under technical supervision. Work in progress and completed work is reviewed periodically.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:** Responsibilities and duties may include, but are not limited to, the following:

Issue parts for the repair of automobiles, trucks, gasoline and diesel-powered construction equipment.

Assist Technicians and others to determine what part or assembly is needed by examining vendors' catalogs, computerized catalogs, microfiche, and online sources.

Fill orders and prepare invoices for parts submitted for repair of vehicles and equipment at the yard.

Contact vendors to locate parts not in stock, obtain prices and availabilities, complete necessary forms to obtain items needed, place orders and arrange for delivery or pick up; monitor status of orders; arrange with vendors for replacement or repair of parts.

Receive, inspect, mark and store parts ordered; inventory parts and equipment using the department's computerized inventorying system.

Substitute parts on the basis of knowledge of their interchangeability; arrange for fabrication of unavailable parts.

Record receipt and issuance of items; maintain computerized parts database; price items utilized to complete repair.

May assist in determining which parts to stock and appropriate stock levels; follow established procedures to determine stock obsolescence and surplus, and arrange for the disposition of such items.

Provide vacation and temporary relief as required.

Perform job related duties and responsibilities as required.

### **JOB RELATED QUALIFICATIONS:**

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Perform parts warehousing and stock control work.

Knowledge of: General design and function of automotive parts; basic math; appropriate safety precautions and procedures; accurate record keeping methods.

Ability to: Operate a calculator, personal computer; maintain simple records; read, interpret, and comprehend various technical manuals (and other job related manuals) and diagrams; establish and maintain effective relationships with those contacted in the course of work; clearly communicate both orally and in writing.

License/Certification Required: Possession of a valid California Driver's License by date of appointment.

### **WORKING CONDITIONS:**

Environmental Conditions: Due to the nature of work assignments, incumbents may be exposed to smoke, fumes, gas, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Work in inclement weather.

Physical Conditions: to the nature of work assignments, incumbents must be able to use both hands, arms, and legs; lift and carry up to 50 pounds; push and pull up to 100 pounds; climb stairs and ladders; stoop, twist, repeatedly bend, squat, kneel, grasp, reach overhead; have finger dexterity, color vision, depth perception and requires speaking, hearing, and the ability to communicate clearly by telephone.

### **OTHER:**

FLSA Designation: Non-exempt

Unit Designation: Anaheim Municipal Employees Association (AMEA) - Clerical Unit

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Document Number: CS3044  
Former Job Class: Automotive Stock Clerk  
Revised: 9/1986 – W. Jerz  
Revised: 7/1991 – P. Saldivar  
Revised: 6/1998 – V. Kilmurray

City of Anaheim  
Class Specification  
Automotive Parts Specialist  
Page 3

Revised: 2/2009 – B. Ramirez  
Revised: 5/2009 – B. Gibb  
Former Document Number: CS1007