

TITLE: VEHICLE AND EQUIPMENT STOCK SPECIALIST

CODE: 35008

GENERAL DESCRIPTION:

This is very responsible stock services work involving the receipt, recording and issuance of materials, parts or tools.

Work involves responsibility for timely and accurate issuance of materials, parts or tools for vehicle maintenance and repair. Duties include receiving, issuing and record keeping for materials, parts or tools. This position also has the responsibility for making standard stock services decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill and ability in stocking operations and record keeping.

SUPERVISION RECEIVED:

Works under the general supervision of the Stock Services crew Leader.

EXAMPLES OF DUTIES:

Receives, stores, inventories, issues, and maintains records on materials, parts or tools used in repair and maintenance of automobile, truck and equipment fleets. Dispenses fuels and maintains fuel records.

Maintains inventory records. Enters data into records for all stock received and issued. Operates computer terminal to enter and retrieve data.

Canvasses vendors for needed stock items. Initiates special purchase requisitions and may drive to pick up stock.

Operates stock loading equipment in yard including forklift and front loader, as assigned.

Performs work in a safe manner and observes all safety procedures.

Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the tools, equipment and methods of vehicle and equipment stock services.

Good knowledge of the work standards and safety procedures in stock services.

Some skill in the use power equipment in stock services.

Considerable ability to perform stock services work safely, effectively and efficiently including the operation of a computer terminal.

Considerable ability to follow oral and written instructions and to learn District procedures.

Good ability to fill out forms and charts.

Considerable ability to establish and maintain effective working relationships with coworkers and vendors.

QUALIFICATIONS:

A high school diploma or the equivalent plus two years of experience in stock, stores, inventory, or receiving, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.