



## **EQUIPMENT SERVICES CLERK**

### **DEFINITION**

To maintain inventory control and stock for automotive, truck and mechanical equipment and parts used in the repair and maintenance of City vehicles and equipment. Provide administrative computer support for preventive maintenance and equipment inventory.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Senior Equipment Mechanic. This position is entry level and exercises no supervision.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

Order, receive, unpack, store, issue and account for requisitioned parts, supplies, equipment and materials; maintain parts inventory levels, including purchase of special order supplies. Inspect shipments of equipment and supplies received for conformity to purchase order specifications. Inventory stock of parts, hand tools and equipment, ensuring that automated records agree with actual count. Inspect faulty parts returned by mechanics against part warranty limits. Note shortages, damages, or other discrepancies. Coordinate annual physical inventory. Operate City vehicles to pick up and deliver special orders and vehicles needing servicing; and to drive as needed in the course of work. Maintain cleanliness and organization of parts storage area. Maintain and perform all computer-assisted preventive maintenance (PM) program efforts. Input and retrieve data for PM program; generate equipment replacement recommendations; and manage inventory records system. Maintain logs of hours worked on City vehicles and equipment, parts and equipment repair orders, and fuel records. Determine price and availability of parts and supplies from vendors and prepare purchase orders; maintain purchase order files. Provide information related to vendor inquiries. Assist in budget preparation and monitor expenditures; maintain fixed assets inventory records; prepare budget reports. Prepare and negotiate damage reports and adjustments on purchase. Maintain back order file. Regular and consistent attendance.

#### **OTHER JOB FUNCTIONS**

Perform a wide variety of routine clerical work including filing, typing, proofreading, check and record information, maintain logs, answer telephone and direct callers, and

schedule appointments. Receive, sort, and distribute incoming and outgoing correspondence. Prepare various automated reports on equipment services operations and activities.

## **QUALIFICATIONS**

### **Knowledge of:**

Inventory control and maintenance procedures. Basic design and function of automotive parts. Modern office methods, procedures, practices. Budget preparation and monitoring. Computer hardware and software programs. Records management systems. Hazardous materials storage and handling with commercial handling procedures experience desirable. Basic mathematical principles. English usage, spelling, grammar, and punctuation. Safe work practices.

### **Skill to:**

Follow oral and written directions. Operate personal computer, office machines and equipment. Maintain accurate and current records of inventory transactions. Determine maximums and minimums for ordering. Fill orders accurately from repair orders. Perform routine clerical work. Communicate effectively, both orally and in writing. Enter data into a computer. Assist in the preparation of technical reports. Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Ability to:**

Read, interpret, understand, and apply automotive specifications and parts catalogs. Learn to operate a forklift and truck.

### **Minimum Education and Experience:**

#### **Education:**

High school diploma or equivalent.

#### **Experience:**

One year of clerical work experience, including automated recordkeeping. Prefer automotive, truck, or heavy equipment inventory or warehousing experience.

#### **License and Certificate:**

Required upon hire, possession of a valid California Driver's License.

**Council Action: June 20, 2006**