

Vehicle / Heavy-Duty Equipment Parts Clerk

Position Details

Class Code: 6300

Job Family: Service/Transportation Worker

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, issues, stocks, researches, and requisitions vehicle/heavy-duty equipment parts.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitors parts/equipment prices for correctness.
2. Issues vehicle/heavy-duty equipment parts and supplies to garage staff.
3. Enters parts data from work orders into computer terminal to maintain current/perpetual supplies, parts, and equipment inventory; cross references files for compatible parts and equipment.
4. Receives, inspects, sorts, and stores vehicle parts, equipment, and supplies.
5. Picks up vehicle/heavy-duty equipment parts and supplies from vendors when necessary.
6. Makes precision measurements to requisition parts (i.e., thread pipes, seals, bolts, brake drums, bearing and races, etc.)
7. Transports tires and other parts/stock to maintain inventory levels at other satellite garages.

8. Researches, communicates, and confers with vendors regarding products received and stocked, purchasing prices, obsolete and replacement parts, etc.
 9. Researches defective parts' warranties for reimbursement/replacement; maintains battery warranty program.
 10. Assembles and issues hydraulic/air hoses.
 11. Monitors and verifies fuel/oil deliveries for accurate storage amount and spillage; verifies pick-up of waste oils.
 12. Maintain records of R12 and R134A Freon usage.
 13. Performs periodic inventories of supplies and equipment in assigned area.
 14. Maintains status reports on equipment and vehicles to be repaired pending incoming parts.
 15. Cuts vehicle keys.
 16. Compiles and maintains up-to-date Material Safety Data Sheets for all supplies and chemicals stored.
 17. Operates a forklift, hand truck, pallet jack, etc., to move, convey, or hoist shipments from receiving platform to storage/work area.
 18. Delivers parts to technicians for roadside service repairs; transports technicians to pick up/drop off buses at service vendors.
 19. Maintains warehouse in an orderly fashion; cleans areas as needed.
 20. Completes related paperwork, including vendor purchase and payment forms.
 21. Analyzes orders to be filled from satellites, selects items from shelves, and replenishes stock.
 22. Purchases from vendors outside annual contracts.
 23. Responsible for the safe handling and disposal of hazardous materials.
 24. Conforms to safety standards, as prescribed.
 25. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves duties associated with receiving, stocking, storing, and issuing vehicle/heavy-duty equipment parts and supplies.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of vehicle parts, supplies, and catalogs.
2. Knowledge of various systems related to vehicle repair (i.e., diesel, hydraulic, gasoline, air brake, etc.)

3. Ability to operate a computer and learn software applications.
 4. Ability to research and cross-reference parts/supplies for inter-changeability or substitution.
 5. Ability to compile and maintain database records.
 6. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
 7. Ability to communicate clearly, verbally and in writing.
 8. Ability to retain and recall details accurately.
 9. Ability to safely move and relocate heavy objects.
 10. Ability to operate material-handling equipment (i.e., forklift, hand truck, pallet jack, etc.)
 11. Ability to meet predetermined deadlines.
 12. Ability to work in confined areas.
 13. Ability to withstand heights and perform work safely.
 14. Ability to work cooperatively with employees, vendors, and the public.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience issuing and stocking vehicle/heavy-duty equipment parts.
3. Safe driving record.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Knowledge of light- and heavy-duty vehicle parts.

2. Knowledge of gas and diesel vehicle engine parts.
 3. Vocational or trade school vehicle repair experience.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District garages and travel to/from various parts and supply vendors.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent talking, hearing, stooping, kneeling, climbing, balancing, crouching, reaching, handling, repetitive fine motor activities, and feeling. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, depth perception, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work in an open garage with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, calculators, key making machines, hydraulic hose make-up machines, brake lathe, forklifts, calipers and micrometers, lift gates, automotive and light-duty vehicles, etc.

AA/EOE Statement

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Job Revision Information

- Revised: 06/26/23
- Created: 08/20/91