

MOTOR EQUIPMENT PARTS FOREMAN

Code No.: 6-13-014

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory stock keeping position with responsibility for purchasing, storing and distributing the automotive and heavy motor equipment tools, parts, equipment and supplies used in a Department of Public Works operation. The employee keeps files and processes records and paperwork necessary to maintain an inventory and purchasing system for the stock. A high degree of independent judgment is exercised when deciding when and what merchandise and services to purchase, how many, from whom and at what price. The employee may be required to lift stock with an average weight of fifty (50) pounds. General supervision is received from a higher level staff member. Direct supervision may be exercised over a Stock Handler and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and performs stockroom activities such as receiving, processing, storing, and distributing;

Maintains inventory control system for tools, parts, equipment and supplies;

Maintains logs on the use and distribution of parts and supplies and uses this information to plan and schedule the purchase of items;

Confers with department head and supervisors on items and services needed;

Inspects stock on hand to determine reordering needs;

Maintains information files on state bid contract prices, previous vendor prices, previous vendor and product performance;

Solicits telephone or written vendor quotations for tools, parts, equipment, supplies and services;

Selects appropriate vendor based on price, availability, quality specifications and quantity discount;

Provides purchase order information and supervises completion of purchase orders;

Contacts vendors to place, cancel or determine status of orders;

Checks newly purchased items for quality, condition and accuracy;

Inspects stockroom area for proper handling and stocking of items, cleanliness and adherence to safety standards;

Contacts vendors when there are discrepancies and damages in delivered items;

Performs physical inventory as necessary;

Reviews trade publications and advertising material and meets with vendors to identify available suppliers;

Supervises or performs pick up and delivery of tools, parts, equipment and supplies as necessary;

Assists in development of specifications and purchase requisitions for expensive items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of stock keeping and inventory procedures; thorough knowledge of automotive and heavy motor equipment tools, parts, equipment and supplies for both gasoline and diesel motors; good knowledge of area automotive parts and equipment suppliers; thorough knowledge of basic arithmetical computations including percentages and fractions; thorough knowledge of the proper and safe handling of stockroom items; ability to organize and plan for the needs of the department; ability to make comparisons and compute prices and discounts; ability to maintain basic records and files; ability to complete basic business forms; ability to communicate clearly and accurately; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to deal effectively with vendors and sales representatives; ability to gather information on potential vendors and suppliers from various printed material; ability to get along with others; assertiveness; initiative; good judgment; resourcefulness; courtesy; integrity; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Three (3) years of full time experience or its' part-time equivalent in automotive parts and equipment storehouse functions such as the purchasing, inventory control, issuing or selling of automotive stock; OR,

(B) Three (3) years of full time experience or its' part-time equivalent in responsible automotive or heavy equipment maintenance mechanic work.

NOTE: Where education is below the minimum specified, additional experience as described may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class *5* Operator's license at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 25, 1982

Reviewed: March 18, 1987