

## **ASSISTANT MOTOR EQUIPMENT PARTS FOREMAN**

Code No.: 4-14-140  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a stockkeeping position responsible for purchasing, storing and distributing automotive and heavy motor equipment, tools, parts and supplies for a public works, fleet or similar operation. Duties involve assisting in maintaining records and paperwork related to inventory and purchasing activities and will fill in for the supervisor in his/her absence. The employee may be required to lift/move stock and materials with an average weight of fifty (50) pounds. The employee reports directly to, and works under the general supervision of a Motor Equipment Parts Foreman, Head Automotive Mechanic, or other higher level staff member. Supervision may be exercised over staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Orders standard parts and equipment from established vendors;

Secures quotations from known vendors for items of well-defined quality and type;

Picks up parts and supplies from vendors;

Checks received parts for quality and quantity and maintains related records;

Issues a variety of parts and equipment to employees and maintains related records;

Assists with physical activities of the stockroom such as handling parts and equipment, moving equipment and supplies within the stockroom and delivering materials or equipment to various work sites.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of stockkeeping and inventory procedures; good knowledge of automotive parts and equipment; good knowledge of the proper and safe handling of stockroom items; good knowledge of the municipal bid process and purchasing procedures set forth by the municipal agency; working knowledge of public works and construction supply needs; ability to maintain basic records of inventory materials; organizational ability; ability to follow oral and written instruction; ability to communicate with vendors and associates; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Two (2) years paid full-time or its part-time equivalent experience in automotive or public works type storehouse or inventory work; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in automotive or heavy equipment maintenance mechanic work; OR,
- (C) An equivalent combination of work experience as defined by the limits of (A) and (B) above.

**NOTE:** Where the educational requirement is not met, additional experience as described above may substitute on a year-for-year basis.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: August 13, 1987

REVISED: November 5, 2020