

PARTS ROOM SERVICE TECHNICIAN

Tompkins County

Classification: Competitive -Pending Jurisdictional Classification

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years experience in an automobile shop performing or assisting in the lubrication and repair of automotive equipment.
2. Graduation from high school or possession of a high school equivalency diploma **AND** (3) years experience in vehicle and equipment parts sales or shop parts room environment.
3. Any combination of above.

SPECIAL REQUIREMENTS:

Must possess and maintain a New York State Drivers License Class A or B with Tank, and Air Brake endorsements. Endorsements are required at the time of application.

Must possess a NYS Class 1 Inspectors license.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position will be responsible for maintaining parts inventory, in addition to the responsibilities of an Equipment Service Technician. This requires independence and initiative to keep the parts room functioning efficiently. The incumbent will be responsible for dealing directly with vendors to maintain optimum inventory at best possible price. The position services the needs of shop personnel as well as the full highway staff.. An incumbent will also service and repair Public Works vehicles up to journey level mechanical duties as needed. The work is performed under direct supervision of the Equipment Service Manager in accordance with established policies and procedures.

TYPICAL WORK ACTIVITIES:

- Maintain the inventory of parts room and parts storage areas;
- Orders, receives, and inventories parts;
- Interacts with vendors to determine best sources and lowest cost of parts and supplies;
- Inputs parts and repair data using various computer programs;
- Issues tools, parts, supplies, and personal protective equipment to highway staff;
- Maintains and repairs shop tools and equipment;
- Services Public Works vehicles and equipment with proper lubricants and fluids to manufactures recommendations;
- Performs repairs up to journey level mechanic as needed;
- Performs fuel system inventory and maintenance; and does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to use computer automated inventory parts programs and other related office software;
- Ability to plan and manage an inventory of equipment parts and supplies;
- Ability to perform tasks that require a considerable amount of visual effort, such as keyboarding, intensive reading of parts catalogs and owners manuals, etc.
- Ability to read and interpret complex parts diagrams and communicates to vendors what is needed;
- Ability to operate required machines, tools, instruments, and equipment that require considerable precision, manual dexterity, knowledge of use, and skill;

- Working knowledge of the tools and equipment used in motor vehicle and Public Works equipment;
- Working knowledge of automotive and equipment fueling and lubricating methods;
- Ability to independently inspect and service highway department equipment;
- Ability to answer phone, take messages, and relay those messages to appropriate personnel;
- Willingness to work outdoors;
- Willingness to tolerate odors, dirt, exposure to solvents, oils, work in all kinds of weather conditions, and make repairs on job sites and roadways; and
- Willingness to respond to emergency work.