



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARTS DRIVER

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5440

PAY RANGE CODE: [02120](#)

REVISION DATE: 3/30/17

NATURE OF WORK:

This is manual labor involving picking up and delivering automotive and truck repair parts. Also involved are parts room duties and clerical duties.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Picks up emergency and stock items, delivers items to be repaired, and shops for items not readily available.

Plots the most direct travel route to vendors' facilities.

Maintains a log of arrival and departure times at each stop.

Reconciles invoices of items procured the previous day with unused petty cash amounts and obtains additional petty cash to pay for items purchased during the current day.

Files daily charge-out clips and computer printouts.

Makes copies of invoices and forwards them to be recorded and filed.

Checks vehicle fluid levels daily and adds fluids as needed.

Assists with annual parts inventories and conducts periodic partial inventories.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the city street system and the ability to learn vendor locations.

Ability to learn to identify automotive and truck parts.

Ability to learn parts room procedures.

Ability to plot the most direct route to pick up and deliver parts and supplies.

Ability to read and process parts orders, parts specifications, invoices, and other related documents.

Ability to drive a pickup truck and forklift.

Ability to perform basic mathematical computations to include addition, subtraction, division, and multiplication.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to reach, bend, stand, walk, or sit for up to eight hours; to stoop, squat, kneel, or lift up to six hours; balance for up to four hours, and climb for up to two hours.

Ability to move objects weighing up to fifty (50) pounds up to 33% of the time; objects weighing up to twenty (20) pounds from 34-66% of the time; and objects weighing up to ten (10) pounds - up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent.

SPECIAL QUALIFICATION

Must possess and maintain a valid motor vehicle operator's license at the time of appointment.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an industrial use building amid normal conditions of humidity, fumes, odors, and dust, or in and out of a city-owned vehicle in all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Pickup Truck
Shopping Cart
Printer

Two-Wheeled Dolly
Telephone
Calculator

Forklift
Copier
Automobile

Previous Revision Date(s): 10/29/92