



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARTSKEEPER II

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5420

PAY RANGE CODE: [02110](#)

REVISION DATE: 3/30/17

NATURE OF WORK:

This is administrative and supervisory work in the operation of a parts room. Work involves the receipt, accountability, issuance, and inventory of various automotive, and equipment parts, tools, and supplies. Work is performed with considerable independence; however, a superior is available in the event of a major problem.

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.)*

Verifies contents of incoming orders; unloads, unpacks, counts, classifies, and stores automotive and equipment parts, tools, and supplies.

Retrieves computer files to determine stock availability; fills orders and issues requested items.

Maintains stock control records; posts incoming and outgoing parts, tools, and supplies.

Prepares and submits requisitions and order forms for procurement of materials.

Consults with vendors and purchasing agents regarding stock availability and status of orders.

Conducts inventories of available parts, materials, and supplies.

Prepares expenditure reports.

Delegates assignments and provides work direction to subordinate employees in the operation of the parts room.

Operates light automotive equipment and forklifts to retrieve and move parts and supplies to various locations in the City.

Performs custodial and minor maintenance duties.

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 proper methods, procedures, and record keeping involved in maintaining a parts room.

Knowledge of the care and maintenance of tools and equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in the operation of the assigned tools and equipment.

Ability to learn and adapt to advances in computer and electronics device technology and software.

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

Ability to count, add, subtract, multiply, and divide in order to issue and inventory parts, tools, and supplies.

Ability to read in order to classify, store, and issue parts, tools, and supplies.

Ability to type in order to enter data into the computer.

Ability to write in order to complete requisitions and order forms.

Ability to operate a forklift and light automotive equipment.

Ability to train and provide work direction to subordinate employees.

Ability to understand written or oral instructions.

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

Ability to reach, bend, stoop, squat, kneel, sit, stand, walk, push, pull, and otherwise perform the movements involved in exercising the essential functions of this position for periods of up to eight or more hours.

Ability to move and store objects weighing up to one hundred (100) pounds from 10 to 20% of the time.

Ability to move and store objects exceeding one hundred (100) pounds up to 5% 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

AND

Reasonable experience in a variety of parts room activities, some of which must have included stock control records maintenance.

SPECIAL QUALIFICATION

Must possess a valid Class 'O' driver's license.

Must possess a forklift operator's permit by the end of the probationary period.

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 in a parts room of an industrial building or in outdoor storage areas and may involve exposure to chemicals, high humidity, fumes, odors, dust, gases, poor ventilation, and adverse weather conditions. Noise levels may require shouting in order to be heard.

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.)*

Computer	Pickup Truck	Two-Wheeled Dolly
Microfiche	Forklift	Calculator
Copier	Pallet Truck	Telephone
Typewriter	Barrel Cart	Automobile
Hand Tools	Printer	

Previous Revision Date(s): 8/27/92
11/21/02
3/27/03