

PARTS CLERK
(Water Department)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs manual work and record keeping related to the receipt, storage, distribution, usage and tracking/inventory of water distribution and transmission materials and supplies at the Water Department. The duties may include moving, lifting and shelving moderately heavy materials and/or tools and equipment. Work is performed under the supervision of a superior; however, the ability to exercise independent judgment is critical. This is highly responsible work involving inventory control and the security of material storage areas. The incumbent is also responsible for maintaining storage areas and making deliveries. May involve supervision over others when necessary.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives and stores water distribution system and safety equipment, supplies and materials;
- Distributes outgoing stock;
- Makes deliveries to work sites as needed;
- Ensures all materials are appropriately and consistently identified, labeled and stored;
- Places stock on shelves or in bins as required;
- Oversees the storing of the more cumbersome materials, equipment and supplies;
- Keeps records of stores and supplies used;
- Ensures necessary equipment and supplies are available on a daily basis;
- Assists in projecting the need for materials, supplies and equipment;
- Ensures storage areas are clean and organized;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the tools, equipment, supplies, materials and terminology used in water system installation, construction, maintenance and repair;
- Working knowledge of simple stores record keeping procedures;
- Working knowledge of personal computers and office equipment;
- Ability to maintain stock and safety equipment, materials and supplies for water distribution systems;
- Ability to ensure that necessary supplies and equipment are available on a daily basis;

- Ability to carry out oral and written instructions;

- Ability to operate a forklift;
- Ability to lift a minimum of fifty (50) pounds;
- Integrity;
- Tact and courtesy;
- Resourcefulness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years fulltime paid experience in storing and maintaining equipment and supplies for water distribution systems or construction, as well as familiarity with basic computer operations, inventory control and item labeling/stocking.

SPECIAL REQUIREMENTS:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and night.