

Senior Vehicle / Heavy-Duty Equipment Parts Clerk

Position Details

Class Code: 6310

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, receives, issues, and inspects requisitions, orders, and accounts for vehicle/heavy-duty equipment parts and products.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Requisitions and orders vehicle/heavy-duty equipment parts to maintain stock levels.
2. Receives, inspects, and verifies delivery of supplies.
3. Operates computer terminal to keep parts inventory current.
4. Inventories and issues vehicle/equipment parts and supplies.
5. Maintains extensive records of orders and stock on-hand, issued, and received.
6. Catalogs, inspects, sorts, and exchanges vehicle/equipment product core items.
7. Monitors purchasing card transactions issued to parts shops.
8. Monitors parts, products, and supply delivery dates; coordinates with vendors regarding back orders.
9. Researches and investigates parts to ensure quality for purchase price; documents parts/product performance.

10. Researches parts/product pricing and availability via printed and electronic data for all types of vehicles/equipment.
 11. Compiles and interprets parts/equipment/products usage data to maintain adequate stock levels.
 12. Updates pricing lists in conjunction with vendors' and manufacturers' price changes.
 13. Compiles and maintains records of all warrantable parts and labor.
 14. Monitors back-ordered parts and contacts vendors regarding delivery.
 15. Coordinates purchasing activities with purchasing department.
 16. Assists in developing specifications for vehicle parts and products.
 17. Provides direction and/or support to other warehouse employees.
 18. Generates inventory reports for administration.
 19. Responsible for the safe handling, documentation, and disposal of hazardous materials.
 20. Conforms to safety standards prescribed.
 21. Performs other tasks related to the position as assigned.
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Distinguishing Characteristics

Involves ordering, receiving, inspecting, stocking, and distributing vehicle/heavy-duty equipment parts and supplies.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of automotive/heavy-duty equipment parts and catalogs.
2. Knowledge of parts/product warranty requirements specified by manufacturers and vendors.
3. Knowledge of vehicle/heavy-duty equipment systems (i.e., air brakes, air systems, diesel engines, electrical systems, air conditioning, and brakes).
4. Knowledge of inventory practices and procedures.
5. Ability to keep current on new vehicle/equipment products.
6. Ability to operate a computer and software applications related to job functions.
7. Ability to prepare and maintain records on computer application database.
8. Ability to inventory automotive/heavy-duty equipment parts.
9. Ability to maintain stock levels.
10. Ability to perform mathematical computations.
11. Ability to research data and compile information.

12. Ability to withstand heights and perform work safety.
 13. Ability to work flexible hours or shifts.
 14. Ability to work in confined areas.
 15. Ability to work cooperatively with employees, vendors/manufacturers, and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years of experience in vehicle/heavy-duty equipment parts shop ordering, stocking, and distribution.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Automotive Service Excellence (ASE) Certificate.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, roadside service, parking lots, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; 10-20 lbs., constantly.

Physical Demand

Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, feeling, hearing, climbing, and balancing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Frequent exposure to vehicle fumes and solvents.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washers, engines, stands, lifting hoists, battery chargers, volt and injector testers, engine analyzers, pullers, drill presses, brake bleeders, emission testers, air tools, brake lathers, power and hand tools, computers, printers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/01/23
- Created: 08/20/91