

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 07/12/2017 – Until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Parts & Inventory Clerk		
<b>JOB CLASS (GRADE):</b> 3	<b>HOURLY RATE:</b> \$12.14	
<b>LOCATION:</b> Vehicle & Equipment Maintenance	<b>WORK HOURS:</b> 8:30 AM – 5:30 PM	
<b>DEPT. HEAD:</b> Sam Hugley	<b>WORK WEEK:</b> Mon. – Fri.	
<b>(X) REPLACEMENT    () NEW REQUIREMENT</b>		

**JOB SUMMARY:**

The Parts and Inventory Clerk performs responsible work involving the ordering, receiving, storing, counting, and issuing of parts and supplies as pertains to the Vehicle Maintenance Department.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Orders, receives, stores, counts, and issues parts and supplies.
- Issues stock items from inventory and takes physical inventory of stock times, including fuel and lubricants stored in underground tanks.
- Maintains records on fuel consumption, parts usage, labor hours.
- Processes documents associated with parts transactions to assure correctness and completeness.
- Compares prices and seeks alternate sources relative to parts availability and delivery schedules.
- Ensures parts room is kept in clean and orderly condition.
- Maintains library of parts catalogs and equipment service literature.
- Maintains tool crib and issues tools to service personnel.
- Maintains records to comply with EPD regulations.
- Enters work orders for all vehicles and heavy equipment.
- Orders and delivers parts.
- Maintains record of mechanical work on each vehicle.
- Assists the Parts Manager in compiling information and preparing various reports.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Parts and Inventory Clerk must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of parts room upkeep procedures and practices.
- Knowledge of automotive parts, accessories, and tools as it relates to their types, sources, and uses.
- Knowledge of local vendors and purchasing procedures for parts and related fleet maintenance items.
- Basic working knowledge of personal computers and the ability to operate word processing and database software programs to keep simple records, as required.
- Some knowledge of the operation of various automotive equipment.
- Ability to follow oral and written instructions.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Parts and Inventory Clerk should possess a high school degree or GED and should possess at minimum two (2) years' experience in automotive parts warehousing operations; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Parts and Inventory Clerk is required to travel minimally.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, businesses, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division. Must have knowledge of accounting principles.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to perform work while sitting, standing, walking, bending, crouching, or stooping. The employee often lifts light and heavy objects and climbs ladders.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

---

*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**