



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Automotive Warehouse Clerk

JOB NO: LB004118

JOB FAMILY: Labor

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide general assistance in receiving, issuing and maintaining the inventory of materials, supplies, tools and equipment for the general and automotive warehouses; and to perform various other duties as assigned.

SUPERVISION

General supervision is provided by the Warehouse Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Participate in front counter activities including issuing parts and supplies to City employees; assist in receiving and stocking parts, supplies and equipment; tag, sort and locate miscellaneous inventory; assist in moving, cleaning and re-tagging as necessary.
3. Assist in maintaining inventory of supplies, parts, tools and equipment; enter data into inventory records using a computer terminal, adding or deleting items to maintain appropriate balances.
4. Participate in the ordering of parts for stock; work with vendors to obtain bid quotes for major repairs; participate in the preparation of bids.
5. Operate appropriate equipment including a forklift, pallet jack and office machines.
6. Maintain records at City Records Storage facility.
7. Assist in the annual inventory for the automotive and general warehouses.
8. Research and obtain auto parts as needed for mechanics.
9. May pickup parts from auto parts or dealerships as needed.

OTHER DUTIES AND RESPONSIBILITIES

1. Maintain warehouse in a clean and orderly manner; sweep and mop warehouse floor.
2. Participate in answering the telephone for the warehouse.
3. Create confirming purchase orders to place orders for parts. Prepare invoices for payment processing.
4. Create purchase requisitions for blanket orders. Create invoice documents to pay invoices.

5. Enter parts into inventory system when received and charge parts out to the appropriate budget.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Six months automotive counter or automotive warehouse experience.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Basic mathematical principles.

Skill in:

Organizing and distributing items.

Ability to:

Organize, stock and issue supplies and equipment.

Type and enter data at a speed necessary for successful job performance.

Operate standard office machines and equipment.

Perform simple arithmetic computations.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

May be required to work with corrosive materials.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Moving supplies, parts and equipment weighing up to 74 pounds*
- *Bending, stooping climbing and working at heights greater than 3 feet*
- *Operating assigned equipment.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: March 2006

REVISION DATE: