

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### ENERGY, FLEET & FACILITIES – FLEET SERVICES - LOCATION – 330 WENTWORTH ST. N.)

### AUTOMOTIVE PARTS CLERK- CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Superintendent, Materials, Fuel and Continuous Improvement. Provides parts counter service to Fleet Technicians. Orders and maintains an inventory of parts, supplies, and materials for Central Garage and District Yards; maintain associated records.

#### GENERAL DUTIES

Utilizing electronic requisitions and face to face requests, provides direct parts counter service to Fleet Technicians, internal clients and external vendors.

Maintains an inventory of automotive, truck and equipment parts, materials and supplies for all garages.

Orders, receives and stores parts and supplies such as engines, fluids and automotive parts.

Issues parts, materials and supplies; arranges for distribution and delivery.

Orders shop and replacement tools; records and distributes to mechanics.

Prepares estimates, quotes, prices and purchase orders; forwards for approval.

Advises on tender award recommendations.

Maintains records such as vehicle and equipment specifications, outside services and open orders.

Inputs and retrieves vehicle parts, warranty records and materials data.

Checks and records warranty work on vehicles and equipment; notifies mechanics and foreperson.

Receives and answers inquiries from staff, other departments, suppliers and salespersons.

Liaises with suppliers.

Advises mechanics on alternate parts.

Records supplier problems; refers to Superintendent.

Operates tools and equipment such as micrometer, cutters, hydraulic hose crimper and lift truck.

Picks up and delivers parts; loads and unloads vehicle.

Occasionally required to lift loads greater than 44 pounds.

Cleans stockroom.

Conducts inventory and cycle counts for Central Garage and Satellite locations.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS**

1. Previous experience related to the duties above normally acquired through a combination of education and related work experience.
2. Previous experience working a high-volume parts counter.
3. Proven knowledge of automotive, truck and equipment parts and supplies gained through experience working in the automotive, trucking or equipment industry.
4. Purchasing, Inventory Management, Fleet Asset Management Program and related education considered an asset.
5. Ability to communicate effectively and courteously with internal and external contacts.
6. Knowledge of and previous experience with computerized stockroom procedures.
7. Ability to liaise with suppliers.
8. Must possess and maintain a valid Class "G" licence.
9. Ability to obtain a Lift Truck Operator's certificate. Certificate an asset.
10. Basic working knowledge of Microsoft Word, Outlook and Excel.
11. Previous experience with Inventory Management Systems, i.e. EAM or Hansen.
12. Must be able to work with minimum supervision and work evening, night & weekend shifts as assigned.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROFF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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