

AUTO PARTS SUPERVISOR

NATURE OF WORK

Work in this class involves planning and directing the activities of a group of employees engaged in receiving, storing, and issuing automotive repair parts to a number of maintenance areas and includes the responsibility for maintaining a perpetual inventory system in the Central Equipment Depot or at the division level; or employee in this class may classify and code the interchangeability of parts and maintain inventory controls among division stocks to enable the State to acquire parts as economically as possible and to reduce the loss incurred through obsolescence.

General instructions are received from a technical superior concerning supply policies and procedures, and an individual in this class is required to exercise initiative and judgment in organizing and developing work methods and in coordinating work with other supply units. Supply problems that involve a change in policy are referred to a technical superior for decision or for the review and approval of determinations made by this employee. Work is evaluated through frequent observations of work in progress and through the success of the supply unit in procuring and supplying necessary parts, or in terms of the successful obtaining of parts from the most economical sources of supply and the reduced cost of obsolescence.

ACCEPTABLE EXPERIENCE AND TRAINING

Four years of experience in the receipt, storage, and issuance of a variety of automotive parts including the maintenance of an inventory system

Completion of high school.

OR

Two years experience as an Automotive Parts Clerk II.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.