

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: GARAGE SUPPLY CLERK/ASSISTANT MECHANIC **FLSA Status:** Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform a variety of fleet and mechanical inventory control duties for the City's Public Works Garage. Work involves requisitioning, receiving, issuing and inventorying parts and garage supplies and equipment; maintaining computerized inventory, fleet maintenance and work order records; performs basic mechanical repair and maintenance of fleet vehicles and equipment. Receives work assignments and supervision from a Mechanic II or Fleet Supervisor. Reports to the Fleet Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Maintains a perpetual computer inventory of all items stocked; keeping daily records of additions and withdrawal from stock supply. Analyzes inventory usage and develops budget recommendations for assigned items.
- Maintains computer maintenance records of all fleet related activities to include inside and outside work orders, mileage records, vehicle and equipment repairs.
- Coordinates pick up and delivery of parts, equipment and other services with vendors; these services to include maintenance activities.
- Takes periodic physical inventories to verify inventory records with actual supply stock.
- Identifies items that need to be ordered and recommends source selection for fleet parts and services. Inspects incoming supplies for quantity and condition, records their receipt and stores them in appropriate areas
- Performs a variety of vehicle and equipment preventive maintenance duties such as changing oil, testing and charging batteries and greasing motorized vehicles and equipment.
- Assists equipment operators with pre and post trip inspections, maintains log of operator inspections.
- Performs routine vehicle and equipment repairs such as adjusting brakes, steam cleaning engines and motors, changes or replaces worn parts such as tires, spark plugs, water and fuel pumps.
- Maintains and cleans the inventory storage areas of the garage as necessary.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of inventory procedures and practices; and of City policies and procedures governing supply and equipment purchasing, issuing, record keeping and inventorying.
- General knowledge of the procedures for entering, retrieving and manipulating data in an automated information system.

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- General knowledge of the types of supplies used to maintain the fleet and the frequency with which they are used and reordered.
- Some knowledge of preventive maintenance requirements and procedures, and repair techniques and procedures, for motorized equipment and vehicles.
- General knowledge of risks and safety precautions relating to essential functions.

Physical Requirements:

- Ability to operate diagnostic equipment and mechanical and hand tools.
- Ability to lift and move heavy objects in removing and replacing vehicle and equipment parts during maintenance and repair activities and the loading, unloading and stocking of parts and supplies.
- Ability to operate a personal computer and related office equipment.

Language Ability & Interpersonal Communications:

- Ability to read and comprehend repair and parts manuals and catalogs, requisitions, directional materials, policies and procedural guides.
- Ability to communicate effectively and establish positive working relationships with co-workers, vendors and contractors.
- Ability to prepare requisitions, inventory records, work orders, usage and maintenance logs and related reports.
- Ability to hear and read, comprehend and follow, oral and written instructions.

Environmental Adaptability

- Work is predominantly performed in an equipment repair shop. Occasionally performs work outdoors, which requires ability to work in variable weathers conditions, which may include extremes of temperature and precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school or equivalent with 1 - 2 years of experience performing inventory control work and some experience performing preventive maintenance and routine repairs on vehicles and equipment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid Commercial Driver's License with airbrake endorsement

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.