

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Partsroom Assistant**

**Class Code: 21151**

**Pay Grade: GE**

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### **A. Purpose:**

Orders, receives, stores, and issues parts, equipment, and supplies; and keeps records to facilitate equipment repair, aid maintenance and engineering units, and maintain an adequate inventory.

### **B. Distinguishing Feature:**

Partsroom Assistants order, receive, store, and issue equipment parts, and engineering and maintenance supplies, and keep records.

Partsroom Technicians manage regional partsrooms and inventories, and monitor the inventories of highway maintenance units and roving mechanics located in the regions.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Acquires parts and supplies for region repair shops, maintenance units, roving mechanics, other state agencies, and local governments to comply with procedures, provide a service, and facilitate equipment repairs and maintenance.
  - a. Looks up part numbers.
  - b. Gets bids for parts over \$500, or written estimates for parts over \$1000.
  - c. Opens work orders and orders parts.
  - d. Orders from state contracts.
  - e. Adds new parts to inventory.
  - f. Issues parts and records issuance to appropriate equipment number or agency.
  - g. Verifies that invoices are correct and cargo is acceptable.
  - h. Coordinates with vendors on returned parts.
  - i. Performs local pickup and delivery of parts, repair work, and equipment.
2. Keeps records and completes forms to maintain a continuous record of inventory transactions.
  - a. Records transactions to the appropriate equipment number on the computerized equipment management system.
  - b. Updates regional databases with transactions for equipment specific to the region.
  - c. Completes warehouse issue forms.
  - d. Completes accounts receivable forms for other agencies.
3. Receives and disperses parts and supplies to complete the storage process and comply with orders and requests.
  - a. Unloads incoming supplies, parts, or equipment.
  - b. Verifies and enters invoice data into the inventory system.
  - c. Stores cargo according to storeroom procedures.
  - d. Takes orders from maintenance units, roving mechanics, and other agencies; and compiles supplies, parts, and equipment.
  - e. Loads orders into the department's delivery truck for dispersal.
  - f. Completes appropriate warehouse issues and other necessary paper work.

4. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to an Equipment Shop Foreman. Does not supervise.

**E. Challenges and Problems:**

Challenged to find parts for a wide variety of vehicles and equipment. This is difficult because the same part may be called different things with different models and designs of vehicles and equipment; some parts may be replaced with less costly, generic substitutes; some parts are superseded and the new one no longer fits the original equipment; and some equipment parts are no longer available. Further challenged to obtain bids and estimates in a timely manner. This is challenging because the mechanics making the repairs want repairs as quickly as possible, and vendors do not always make bids a priority.

Problems include entering large amounts of data that is primarily numerical, and must be meticulously done or the wrong agency or piece of equipment is billed; accessing a computerized equipment system to update files that are also accessible to several other agencies and having to resolve problems resulting from misuse; dealing with vendors to correct problems with invoices or deliveries; clarifying part orders from someone who is unfamiliar with the part or the equipment; and detailed paper work.

**F. Decision-making Authority:**

Decisions include what vendors to contact, if parts and supplies received are correct, if invoices are correct, determining the best method to load and unload supplies, and the best route for picking up and delivering parts and repair work.

Decisions referred include whether or not a vendor is sending parts and supplies in a timely manner, the most cost effective procedures for ordering and issuing parts, whether shipments should be insured, which high-turnover parts should be kept in stock, which substitute parts are acceptable, and the priority in which orders are to be filled.

**G. Contact with Others:**

Daily contact with vendors, equipment dealers, and repair shops to buy parts, get bids, schedule work; and with mechanics and maintenance units to take part and supply orders; weekly contact with other state government agencies to process orders; and monthly contact with local government agencies to process orders.

**H. Working Conditions:**

Partsroom Assistants work in a partsroom, often within an equipment shop. Duties involve exposure to fumes, chemicals, and petroleum products; lifting large and/or awkward items, repetitively, or overhead; and extensive data entry.

## **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- partsroom inventorying and storage procedures;
- motor vehicle parts and parts catalogs and terminology;
- occupational hazards and safety techniques;
- invoices, requisitions, and other forms related to purchasing;
- arithmetic sufficient to calculate percentages.

Ability to:

- comprehend parts manuals and other applicable literature;
- communicate clearly when purchasing or searching for acceptable parts;
- pay attention and understand when receiving orders for parts;
- follow established procedures and instructions;
- keep records that are primarily numerical;
- perform basic mathematical calculations.