

Job Description: PARTS INVENTORY RUNNER

CLASS NO. 3206

EEOC CATEGORY: Service/Maintenance

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Perform support tasks in the maintenance department and the delivery of inventory to various departments within the county. Duties include picking up parts and/or supplies as indicated by purchase order. Also directly assists other county personnel, as needed, in the capacity of clerical duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Building Supervisor
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers. Has frequent contact with outside private parts vendors.

EXAMPLES OF WORK

Essential Duties*

Travels to private parts vendors to pick up parts or supplies, as indicated on purchase orders;

Travels to post office, equipment suppliers, and county facilities to mail letters and pick up or drop off equipment, parts, supplies, etc.;

Occasionally assist other county offices with clerical duties, as directed by Building Supervisor;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county operations; equipment and parts warehouse practices and procedures; the provision of the Texas Motor Vehicle Code relating to the operation of light equipment and vehicles.

Skill/Ability to: demonstrate proficiency in both oral and written communication; safely operate maintenance shop vehicles; establish and maintain effective working relationships with co-workers and private parts vendors; and maintain Texas driver's license applicable to job responsibilities and good driving record.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

CLASS NO. 3206 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least one year of related work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Applicable Texas driver's license or available alternate means of transportation.