



**OKANOGAN COUNTY  
DEPT. OF PUBLIC WORKS  
POSITION DESCRIPTION**

**Parts Specialist**

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**I. SCOPE OF RESPONSIBILITY**

The Parts Specialists primary responsibility is to identify, locate and purchase parts and supplies to repair and maintain county equipment and facilities. Maintain accurate records and files on all materials and repairs made to county equipment and facilities.

**II. TYPICAL DUTIES**

Normal duties include, but not necessarily limited to the following:

- Identify, locate, and purchase quality parts and supplies at the lowest cost and within the budget set by the Maintenance Shop Supervisor.
- Maintain parts inventory, billings, vehicle repair, and maintenance records on county computer system.
- Check freight and check for condition, shortages and discrepancies; stock shelves.
- Perform general maintenance and up-keep in parts area.
- Respond to public inquiries in a courteous manner.
- Perform other duties as signed by Maintenance Shop Supervisor.

**III. QUALIFICATIONS**

**A. Required**

- High School Diploma or G.E.D.
- Three (3) years experience in automotive or heavy equipment parts, inventory, and computer methods.
- Ability to organize and prioritize work; perform work with a great degree of accuracy.

B. Desired

- Flagging card.

#### **IV. SPECIAL REQUIREMENTS**

- Possession of a valid Washington State Drivers License. A satisfactory three (3) year past driving history.
- Ability to maintain a current First Aid and C.P.R. certification.

#### **V. PHYSICAL DEMANDS AND ENVIRONMENT**

The working environment for the Parts Specialist is primary in a shop facility. However, employee will be expected to travel to off-site locations, to pick up and deliver parts and materials. The duties require sitting, standing, walking all types of surfaces and terrain, stooping, bending, crouching, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; ability to transport 50-100 pounds. Requires ability to discern voice conversations and alarms, to convey information and have far, side, close, night vision with color and depth perception; wearing of hard hats, safety glasses or goggles, ear plugs or muffs, and any other personal safety equipment as may be assigned by the Maintenance Shop Supervisor.

#### **IV. ACKNOWLEDGMENT**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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Supervisor Signature/Date

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Employee Signature/Date

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