

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: Auto Parts Technician

GENERAL DESCRIPTION

The essential function of the position within the organization is to order and receive parts in an accurate and timely manner. This position ensures inventory will be maintained and returns properly processed on a timely basis. The position works under direct supervision according to set procedures.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Contact vendors to order parts.

Follow up on parts orders and back orders.

Return and reorder damaged or defective parts.

Coordinate returns and credits of parts and ensure they are picked up daily.

Coordinate sublet repairs.

Compare invoices against requisitions to verify quality and quantity of merchandise.

Store purchased parts in parts room bins and issue parts to workers upon request.

Log part number, price and quantity on work orders as the part is given to the technicians.

Keep an accurate inventory and do random inventory counts.

Set up and organize parts room and keep it neat and orderly.

Be aware of parts prices and compare with other vendors.

Receive parts in on the computer.

Ensure that technicians have all parts needed to work on jobs and advise them of parts that have not been received along with their expected arrival dates.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and*

mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials or supplies.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; completes job forms; speaks compound sentences using standard grammar. Must be able to read and write English.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as a motor vehicle service truck, grinder, welder, band saw, power tools, tire changer, battery charger, or diagnostic or hydraulic equipment.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Must be at least 21 years of age; requires high school diploma or GED.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires ASA certification or the ability to obtain within a 12 month period and a valid State of Georgia Driver’s License and satisfactory Motor Vehicle Record.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four to six years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and exceptional dexterity and skill in operating equipment, machinery or tools. Must be able to stoop, kneel, crouch or crawl.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, disease/pathogens, heights, traffic, explosives, toxic or caustic chemicals, and asbestos.

SENSORY REQUIREMENTS: “*Sensory Requirements*” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.