

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## PARTS WORKER

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### DEFINITION

Under general supervision, performs clerical work and physical labor involving the receipt, storage, accounting for and compilation of orders for tools, parts, equipment, and supplies in a central warehouse parts storage area; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Inventories and verifies the delivery of items by the receiving department; checks against purchase order to insure proper quantity and quality.

Checks labels to insure that agency code numbers are correct; places items in correct storage or bin area according to stock code number.

Compiles orders received by requisition, telephone, and over-the-counter; completes stock issue form when applicable.

Cross matches original part number with general replacement part number by using the manufacturers' parts catalogs.

Packages and crates outgoing orders to minimize damage or loss.

Completes forms necessary for the return of items to stock, for repair, or for transfer from one cost center to another.

Performs custodial duties required to maintain the cleanliness and order of the facility.

Assists in conducting both regular and irregular physical inventories.

Sorts freight for delivery.

### COMPETENCIES REQUIRED

Knowledge of proper storage methods and procedures.

Knowledge of the standard items stocked in the facility, and their use.

Ability to communicate effectively with users and determine their needs in order to compile and ship requisition requests.

Ability to learn the stock coding system and the location of regular stock items.

Ability to perform physical labor such as lifting, carrying, and loading supplies and equipment for a prolonged period of time.

Skill in the use of manual and mechanized stock handling equipment such as hand and mechanical lift trucks, conveyors, and carts.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Ability to perform the work.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date:       4/1/92       PW