

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Parts Worker

Definition

Under general supervision, performs clerical work and physical labor involving the receipt, storage, accounting, 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 below 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 ensure proper quantity and quality.

Checks labels to ensure 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:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.

Abilities:

- Extent Flexibility – Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Near Vision – See details at close range (within a few feet of the observer).
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.

- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

No specific education or experience is required.

Notes

Designated positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained to continue employment.

Effective date: 06/19 SA