

EQUIPMENT PARTS CHASER



Description:

Under general supervision, performs a variety of general and routine tasks in support of a team. This position also includes delivery of fire equipment and supplies to stations and other related locations needed within the fire service; performs related duties as required.

Distinguishing Characteristics:

This position works primarily with the parts room staff to make deliveries and parts pick ups, checks in receivables, records inventory, maintains cleanliness of parts room.

Duties may include, but are not limited to:

1. Performs inventory, notes discrepancies between recorded inventory and actual count of all items in the parts room.
2. Receives and unpacks parts; reviews shipping documents for correct quantity and merchandise; inspects parts for damage; reports any receiving and delivery discrepancies.
3. Assists parts room staff pulling parts as needed.
4. Picks up, packs and delivers, loads and unloads parts.
5. Lifts heavy loads manually, using equipment such as hand carts, dollies, fork lifts and other devices used to assist with loading and unloading of supplies and equipment.
6. Performs daily inspections of vehicles and equipment.
7. Performs routine cleaning of parts room, shop, restrooms, vehicles and offices.
8. Provides vacation and temporary relief as required.
9. Provides other duties as required.

Typical Qualifications:

Must be a high school graduate, GED or equivalent.

Minimum of one year working in a parts room or warehouse environment. Must be able to read and understand parts manuals and catalogs. Requires good oral communication and written skills. Prior experience using both Microsoft Work and Excel is highly desirable.

Must also have and maintain a valid California Driver's license. Must be able to lift loads up to 80 pounds. Must be able to operate a fork lift.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 49110

Salary Range: AA4

Representation Unit: General Fire Support

Last Updated: 10/5/09