

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Mechanical Stores Clerk

SERIES NUMBER

1472

MAJOR AGENCIES

Transportation

EFFECTIVE

12/05/2010

SERIES PURPOSE

The purpose of the mechanical stores clerk occupation is to store & distribute mechanical &/or repair parts, supplies & tools & to maintain records.

This series does not include incumbents who receive & store non-mechanical items (see Stores Clerk), nor who receive & store laboratory or chemical items (see Chemical Stores Clerk).

JOB TITLE

Mechanical Stores Clerk

JOB CODE

14721

PAY GRADE

04

EFFECTIVE

12/05/2010

CLASS CONCEPT

The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom & purchasing procedures in order to store & distribute mechanical &/or repair parts, materials, equipment, supplies & tools & to maintain records.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Mechanical Stores Clerk	14721	09	12/05/2010	04

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Stores & distributes mechanical &/or repair parts, materials, equipment, supplies &/or tools (e.g., automotive, building maintenance), reviews requisition or repair orders & completes all related records.

Inventories &/or orders parts & supplies from vendors; records existing fuel levels in tanks; receives parts & supplies, ensures accuracy of invoices or packing slips & stocks shelves; cleans & organizes storeroom; balances daily fuel usage records; operates motor vehicle &/or commercial motor vehicle in order to pick up &/or delivers vehicles, equipment &/or parts; assists in radio dispatching &/or monitoring; unloads trucks; reviews and enters garage employee time cards into computerized pay system; may plow snow and assist in the garage when needed.

MAJOR WORKER CHARACTERISTICS

Knowledge of inventory control*; mechanical parts or building maintenance supplies*; agency rules & regulations governing storeroom procedures, records & purchasing*; bookkeeping; budgeting*; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of motorized equipment (e.g., state vehicle, pickup truck, dump truck, flat bed truck); computer, copier and calculator. Ability to apply principle to solve practical, everyday problems; read, copy & record figures; gather, prepare and maintain ordinary, personnel, financial, or technical records; lift 50 lbs. of supplies, equipment or other items repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in reading, writing and arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: If position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle, must have valid driver license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Renewal of commercial driver license if assigned to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code; if required to operate state vehicle, must maintain valid driver license.

UNUSUAL WORKING CONDITIONS

May be exposed to constant loud noise & truck fumes from garage activities.