Salary Grade 36

Summary Information:

Classification Title: Parts Helper Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name				
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.		
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.		
358	Inventory - Accounting	Maintain inventory records.		
482	Distribution	Deliver materials, supplies, laundry, food, and equipment to departments.		
478 A	Requisitions (Materials, Parts, Supplies)	Fill requisitions for materials, parts and supplies and deliver to requesting school, department or office.		
646	Data Inquiry/Access	Use computer terminals to access data.		
755	In-Service Training	Participates in appropriate in-service training.		
999	Assigned Duties	Perform other duties as assigned.		

General Classification Specification Factors:

Education/Experience: High School diploma or equivalent with no related experience required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
		•
Developing Multi-year Strategic and/or Operational Plans		X
Developing Annual Budgets		X
Policy Development		X
Controlling Expenses	X	
Coordinating Resources	X	
Decision making	X	
Delegation	X	
Individual/group leadership		X
• Interpersonal (working with groups)	X	
Knowledge of Business/organizational systems	X	
Negotiating and/or persuading others to take action		X
Promoting safety	X	
Supervising, coaching and developing employees		X

Office Skills	Important	Not Important
Office Orinis	Important	Important
Checking grammar/punctuation		X
• Filing	X	
Perceiving detail in checking information/forms	X	
Reading comprehension (high school level)	X	
Operating word processing software	X	
Operating a computer terminal for data entry	X	
Operating automated spreadsheet software		X
Scheduling appointments and/or travel		X
Taking and distributing messages		X
Taking dictation and meeting minutes		X
General mathematical - adding, subtracting, multiplying, etc.		X

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		X
Advanced math - algebra, statistics, geometry	X	
Architecture		X
Bookkeeping		X
Computer operations	X	
Computer programming		X
Contract interpretation	X	
Craft skills (electrical, etc.)		X
Drawing-figures/drafting		X
Engineering		X
Graphic arts		X
Landscaping		X
Good Judgment	X	
Work standards	X	

• Integrity X

Skill Identification (cont.)

Communication Skills	Important	Not Important
Communication Skins	important	important
Oral communicationexchanging or expressing ideas by means of the spoken word	X	
Presentationstransmitting information in a formal setting		X
Foreign communicationusing a language other than English to communicate in writing or orally		X
• Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc.		X
Editing written documents for content		X
Reading comprehension - understanding technical or scientific blueprints	77	
and charts	X	
Public speaking	X	

	n	Ŧ	Not
	Physical Demands	Important	Important
	D.1		
•	Balancing - maintaining body equilibrium to prevent falling when	v	
	walking, standing, or crouching	X	
•	Carrying - transporting an object, usually holding it in the hands or arms	v	
	or on the shoulder	X	
•	Climbing - ascending or descending ladders, stairs, scaffolding, ramps,	37	
	poles, ropes, and the like, using the feet and legs and/or hands and arms	X	
•	Color - Match or discriminate colors	X	
•	Fingering - picking, pinching, or other-wise working with the fingers	77	
	primarily (rather than with the whole hand or arm as in handling)	X	
•	Feeling - perceiving such attributes of objects and materials as size,		
	shape, temperature, or texture, by means of receptors in the skin,		
	particularly those of fingertips	X	
•	Handling - seizing, holding, grasping, turning, or otherwise working with		
	the hand or hands (fingering not involved)	X	
•	Hearing - perceiving the nature of sounds by the ear or receiving detailed		
	information through oral communication, or making fine distinctions in		
	sound	X	
•	Lifting - raising or lowering an object from one level to another (includes		
	upward pulling)	X	
•	Pulling - exerting force upon an object so that the object moves toward		
	the force (includes jerking)	X	
•	Pushing - exerting force upon an object so that the object moves from the		
	force (including slapping, striking, kicking, and treadle actions)	X	
•	Reaching - extending the hands and arms in any direction	X	
•	Seeing - obtaining impressions through the eyes of shape, size, distance,		
	motion, color, or other characteristics of objects or people	X	
•	Sitting – placing your body in a chair, bending at the waist, with your		
	knees bent and back straight	X	