

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 1812200

Motor Equipment Storeskeeper, Grade 14 1812200

Brief Description of Class Series

Motor Equipment Storeskeepers receive, store, and issue a large variety of mechanical parts and tools used to repair and maintain vehicles, heavy equipment, and machinery.

These positions are classified only in the Department of Transportation.

Distinguishing Characteristics

Motor Equipment Storeskeeper: plans, controls, and evaluates inventory levels to meet needs of repair shops; maintains records and reconciles inventory; one position classified in each region to manage the regional stores inventory.

Illustrative Duties

Motor Equipment Storeskeeper

Plans, controls, and evaluates inventory levels to meet needs of repair shops in an assigned region.

Supervises parts procurement, including:

- Ordering parts and supplies,
- Monitoring contract compliance and vendor performance,
- Monitoring and maintaining the reorder schedule,
- Resolving parts procurement problems,
- Monitoring compliance with purchasing procedures,
- Maintaining contacts for open market purchases, and

- Selecting sources of supply for items not on contract.

Supervises staff assigned to the mechanical stores operation.

Prepares and recommends inventory adjustments.

Monitors, oversees, and controls inventories at residency and regional repair shops.

Prepares estimates of annual parts requirements.

Maintains a continuous inventory of parts and supplies.

Monitors and controls conformance with departmental regulations regarding physical inventories.

Resolves questions on accounts receivable.

Maintains security of parts storage areas.

Directs the preparation of purchase orders and requisitions.

Minimum Qualifications

Motor Equipment Storeskeeper

Promotion: one year of service as a Motor Equipment Mechanic or Stores Clerk 2 (Motor Equipment).

Open Competitive: three years of experience with responsibility for the procurement, issuance, stocking, and inventory control of a wide variety of automotive, truck, agricultural, industrial, military, and/or construction equipment parts in a facility with electronic control of the parts operation.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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