



FINANCE DEPARTMENT

No. 7/19

Posted: March 15, 2019

Remove on: March 22, 2019

City of Gatlinburg Part-Time Position

The City of Gatlinburg is accepting applications for part-time employment for the following position:

- Assistant Parts Clerk (Service Center): **Performs skilled inventory control and warehousing performed in the Service Center; organizing stock, maintaining proper inventory control and assisting with and delivering work orders and helping maintain City facilities;. Work is performed under regular supervision. This part-time position pays \$11.80 per hour.**

Requirements include graduation from an accredited high school. Ability to use computers and learn the software. Sufficient agility and physical strength to perform the physically demanding aspects of the job. Strong interpersonal skills and results oriented. Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

A post-offer drug screen and physical are required for this position. Applications will be accepted until the position is filled.

Assistant Parts Clerk

Nature of Work

This is skilled inventory control and warehousing work performed in a fleet center for the City of Gatlinburg. Activities associated with this job include, but not limited to, organizing, stocking, procuring, picking up and delivering parts and supplies, help maintaining proper inventory control and levels, assisting with and delivering work orders when needed, accurately listing parts on work orders, delivering parts to the proper personnel. Job duties require you to be a safe driver, punctual, and sufficient strength and agility to perform the physically demanding aspects of the job and strong interpersonal, organizational and decision-making skills. Job performance is evaluated by the Service Center Manager through review of knowledge, level of support provided for the Service Center operations, accuracy and thoroughness of inventory management by reports, and purchasing activities. Help in maintaining a clean safe work environment for all.

Illustrative Examples of Work

- Driving a company vehicle to pick up parts for the Service Center under the supervision of the Parts Specialist
- Making sure the parts being picked up are correct
- Distributing parts and supplies as needed
- Restock and maintain the stock on the shelves for timely retrieval
- Helps with data entry to insure accurate billing when needed
- Assist with maintaining parts records
- Help Parts Specialist by answering the phone and scheduling when needed
- Ordering parts as directed
- Shop cleaning, sweeping, moping and cleaning equipment as needed
- Assist changing and balancing tires as needed
- Taking drivers to pick up vehicles at various locations
- Performs related duties as required under the direction of the Parts Specialist

Necessary Requirements of Work

Graduation from an accredited high school. Ability to use computers and learn the software utilized by the Service Center. Sufficient agility and physical strength to perform the physically demanding aspects of the job. Strong interpersonal skills and results oriented.

- Thorough knowledge of all driving rules and regulations
- Considerable knowledge of Tennessee Department of Transportation safety rules and regulations
- Ability to utilize computers and software applications
- Ability to file records for backup
- Ability to sweep, mop and any necessary cleaning to keep the Service Center safe and neat in appearance as possible.
- Bagging up trash and disposing.
- Follow verbal and written directions as given

Necessary Special Requirements

-Possession of valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

-

-