



City of South Bend

Vacancy Announcement

Post Date: Tuesday, March 17, 2015

Closing Date: Tuesday, March 24, 2015

PARTS CHASER

Category: Part-Time

Department: Public Works / Central Services

Reports To: Superintendent V – (Parts)

Schedule: 9:00 AM- 2:00 PM, Monday-Friday; schedule may vary depending on operational needs.

Pay Rate: \$10.00/hr. (Non-exempt)

Position: SUMMARY

Picks up parts and supplies daily as needed. Performs inventory control and related work as assigned.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Picks up tools, materials and parts as needed.
- Performs cycle counting of parts inventory.
- Receives and stores material, supplies and equipment.
- Serves as back up for inventory control technician by delivering supplies and mail.

NON-ESSENTIAL DUTIES

- Performs other duties as assigned for both Parts and Central Stores operations.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent required.
- Previous experience in related duties and/or automotive parts is preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to deal effectively with others, both internally and externally.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must be able to lift and/or move up to 70 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work may be performed outside as well as in office settings, with moderate inside temperatures. The noise level in the work environment is usually moderate in the office. Entire office and all City vehicles are smoke-free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required