

# HIGHWAY STOCKROOM ASSISTANT

## DEFINITION

Under supervision, to issue equipment, accessories and tools; and to do related work as required.

## EXAMPLES OF DUTIES

In a stockroom, issues parts, accessories and tools to mechanics; assists in ordering parts and supplies and taking inventory; may take over parts stockroom in absence of the Highway Stockroom Lead Worker.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and one and one-half years of auto parts stockroom experience. Heavy equipment (diesel) parts stockroom experience preferred.

Knowledges and Abilities: Knowledge of the parts, accessories and tools used in automotive and heavy equipment repair and maintenance work; ability to understand parts books and catalogs; ability to understand and carry out oral and written instructions. Must be familiar with computerized stockroom procedures.

Special Requirement: A valid Wisconsin class "A" commercial driver's license.