

# HIGHWAY STOCKROOM LEAD WORKER

## DEFINITION

Under direction, to be the lead worker in maintaining a stockroom of truck, tractor and heavy equipment parts and other items related to the operation of a highway department; to purchase and issue stock; and to maintain records relating to a perpetual inventory.

## EXAMPLES OF DUTIES

Has responsibility for organizing and maintaining a parts stockroom; train and supervise the stockroom staff; obtain prices, prepare requisitions, and place orders; follow up orders as to delivery and other terms of purchase; record receipt of items and verify their placement; issue stock to mechanics and others; maintain individual inventory records on a computerized system; review inventory for slow moving and obsolete parts; assist in the taking of an annual physical inventory; keep related records and prepare periodic reports.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from high school and four years of experience in the purchasing and record keeping of parts used in trucks and/or heavy equipment.

Knowledges and Abilities: Knowledge of the parts, tools, and supplies used in truck, tractor and heavy equipment repair work; knowledge of purchasing and record keeping methods; ability to maintain accurate records; possess good organizational and communicative skills. Knowledge and/or experience in data processing applications is desirable.

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