



## IDENTIFICATION

Department	Position Title	
Infrastructure	Partsperson	
Position Number	Community	Division/Region(s)
33-9083	Hay River	Highway/South Slave

## PURPOSE OF THE POSITION

The Partsperson is responsible for identifying, ordering, handling, warehousing, and cataloguing of parts and assemblies used in the maintenance and repair of heavy duty and automotive equipment and related machinery.

## SCOPE

This position is located in Hay River and reports to the Supervisor, Maintenance Facility-South Slave. The Partsperson performs work in a heavy duty equipment and automotive parts operation requiring knowledge of parts and related inventory procedures. The Partsperson makes decisions associated with parts orders, stock issues, stock control, etc., as per established policies and procedures, and makes recommendations to the Supervisor, Maintenance Facility on issues affecting the parts operation, such as high cost of parts, quality of parts and vendor capabilities. The incumbent is also responsible for making recommendations as to inventory levels, additional and obsolete items.

Work may be assigned verbally or in writing. While the Supervisor, Maintenance Facility monitors work, the incumbent is required to carry out their duties within the given government policies and purchasing manuals, and must follow approved procedures for identifying and ordering from parts manuals, WHMIS, and Dangerous Goods Manuals.

The responsibilities of the Partsperson contribute to the effectiveness of the Department as ordering and supplying of wrong parts and materials can be costly and can result in excessive downtime of machinery, and putting wrong or improper parts or components on equipment can cause serious damage to machinery and can be a hazard to the operator as well as to the public.

## **RESPONSIBILITIES**

- 1. Consults with supervisor, mechanical staff and parts catalogues to determine identification and requirements of parts, and processes orders from shop personnel, phone or mail orders from field camps and road crews by:**
  - Providing cost estimates;
  - Supplying from stock on hand;
  - Issuing stock over the counter by work order to shop mechanics;
  - Writing issue vouchers for goods to go to field camps;
  - Determining if parts and materials are available locally;
  - Obtaining parts from local suppliers by issuing LCA or SOA orders;
  - Preparing requisitions for supplies and parts of non-stock goods by identifying parts required and determining appropriate supplier; and
  - Initiating requisitions and expediting delivery.
- 2. Warehouses and controls inventory by:**
  - Utilizing the computerized inventory system;
  - Applying and organizing the systematic bin and part location;
  - Checking and locating surplus/shortage errors;
  - Maintaining inventory levels to meet customer requirements;
  - Maintaining a secure warehousing area;
  - Maintaining accurate records for all functions controlled by this position, including ordering, pricing, receiving and shipping documents and inventory documents;
  - Assisting in physical inventory counts; and
  - Ensuring proper safety procedures used.
- 3. Utilizes and maintains parts catalogues by:**
  - Identifying parts;
  - Interpreting and cross referencing part numbers; and
  - Revising and updating parts catalogues as necessitated by model changes, supplier adjustments and new equipment.
- 4. Performs other related duties as required:**
  - Picking up parts from local suppliers;
  - Issuing tools to shop personnel;
  - Assisting in housekeeping duties;
  - Operating forklift; and
  - Loading and unloading freight shipments.

## **WORKING CONDITIONS**

### **Physical Demands**

As some parts can be quite heavy, frequent heavy lifting is often involved in this position. This duty would be on a daily basis.

### **Environmental Conditions**

The incumbent will handle hazardous materials on a daily basis.

### **Sensory Demands**

The incumbent will be required to utilize multiple senses in during the operation of vehicles, forklift, computer, telephone, and microfiche.

### **Mental Demands**

In this position the employee may be requested to do a number of tasks within a short period of time. They must be able to handle stress and be able to assess each situation individually and act on the priority situations first. This is a daily stress on the job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of heavy duty and automotive parts.
- Knowledge of government parts purchasing, handling, warehousing and cataloguing practices.
- Knowledge of parts availability and prices.
- Ability to operate a forklift.
- Ability to frequently lift heavy objects requires good physical condition.

### **Typically, the above qualifications would be attained by:**

- Completion of Grade 12 and Journeyperson Partsperson Certification.
- NWT Class 5 Drivers Licence required.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and criminal records check

### **French language** (check one if applies)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Aboriginal language:** Choose a language

- Required
- Preferred