



## **AUTOMATIC FARE COLLECTION PARTS RUNNER**

FC: MA560  
PG: MW-I

PC: 151  
BU: 01  
March 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, picks up, delivers and provides for the proper disposition of various material items, repairable equipment, and parts required for various maintenance activities; delivers repair parts for specified locations; completes delivery assignments according to priorities set by the supervisor; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class is responsible for inventory and restocking of parts and materials including the pickup and delivery of parts and materials to the proper Automatic Fare Collection maintenance location. The work involves acknowledging the receipt of materials obtained and delivered and the maintenance of basic records in support of AFC maintenance. This class is distinguished from Storekeeper in that the latter is responsible for the receipt, storage and disposition of equipment, materials, supplies and parts at varied central stores locations.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Picks up and delivers a variety of equipment, parts and materials in support of Automatic Fare Collection maintenance and repair activities throughout the system.
2. Inspects items received against shipping lists and acknowledges receipt of parts and materials received.
3. Delivers items to predetermined destinations and obtains receipts and proper signatures for items delivered.
4. Loads, unloads and moves materials and parts using hand trucks and other non-motorized material handling equipment.
5. Picks up and delivers repairable parts to/from various locations in support of AFC maintenance.
6. Maintains basic records relating to supplies, parts, materials and equipment.
7. Inventories and maintains proper stock levels of parts and materials at various Automatic Fare Collection maintenance locations.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods and practices used in picking up and delivery of parts and tools.

Principles of and the use of equipment related to material handling.

Safety procedures for lifting and moving heavy objects.

Basic mathematical calculations.

California traffic laws and regulations.

### **Skill in:**

Operating non-motorized material handling equipment.

Understanding and carrying out oral and written directions.

Reviewing equipment, parts, and materials picked up, delivered and issued for conformance to packing lists and logs.

Maintaining organized and accurate records and files.

Making accurate mathematical calculations.

Completing forms accurately and completely.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Reading and interpreting street maps.

Driving a motor vehicle skillfully and safely.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must have sufficient physical ability to bend, stoop twist, lift, carry and move parts and materials weighing up to 60 pounds and maneuver heavier weighing items with the proper non-motorized material handling equipment.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a High School diploma, GED or recognized equivalent.

### **Experience:**

One (1) year of (full-time equivalent) experience in material handling and vehicle operation.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Shop environment; train station environment; exposure to noise and dust.

### **Physical Conditions:**

Requires maintaining physical condition necessary for standing, walking, sitting, bending, twisting, and stooping for prolonged periods of time; lifting, carrying, and moving tools, parts and materials weighing up to 60 lbs. and maneuvering heavier weighing items with the use of proper non-motorized material handling equipment.