

CLAY COUNTY JOB DESCRIPTION

Position Title: Parts Runner

FLSA: Non-Exempt

Department: Road and Bridge

Level: 13

Reports To: Crew Leader

Date:

Revised: January 2010

Primary Responsibilities: Transport, deliver and pick up documents, mail, parts, etc. to and from the Highway Department to various other locations throughout the County and metropolitan area.

Essential Duties and Responsibilities:

- Travel to and from County courthouse to deliver and pick up interoffice mail several times daily
- Retrieve mail daily
- Pick up needed items (i.e. repair parts) from various locations throughout the metropolitan area
- Deliver or pick up documents/items from various county department locations as needed
- Assist in shop as needed
- On-call for after hour emergencies such as snow removal and road obstruction removal
- Follow all county and departmental safety rules, regulations and procedures
- Other duties as assigned

Minimum Qualifications:

- High School Diploma or equivalent
- Class B CDL with airbrakes endorsement
- Ability to work independently with accuracy and attention to detail
- Ability to drive for extended periods of time and lift up to 70 lbs independently

Desired Qualifications:

- Knowledge of the Kansas City Metropolitan area roadways

Approved By:

Department Head/Appointing Official Date

Director – Human Resources

Date