

APPRENTICESHIP AND OCCUPATIONAL CERTIFICATION

Board Order

This is an order of the New Brunswick Apprenticeship and Occupational Certification Board made pursuant to section 13 of the Apprenticeship and Occupational Certification Act.

Title: Tasks, Activities and Functions of a Designated Occupation

Category: Voluntary

Occupation: Partsperson

Board Order Number: V165.1

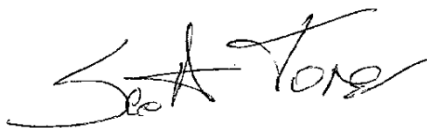
Board Order Date: January 17, 2013

Effective Date: December 1, 2013

SCOPE OF THE OCCUPATION

The partsperson occupation includes

- (a) the stock handling, inventory control, warehousing, identifying, cataloguing, ordering, shipping, receiving, inspecting, pricing, purchasing, marketing and selling of parts;
- (b) the assessing of customer requirements and problems to determine the parts necessary for service, repair and replacement;
- (c) the locating and interpreting of specific information in manufacturers' parts manuals, microfiche and other forms of electronic cataloguing;
- (d) the conducting of parts searches for customers using dealer communication systems;
- (e) the selling of parts over the counter, by phone and by road sales;
- (f) the using of accounting procedures and business machines such as computers, calculators, facsimile machines and electronic mail;
- (g) the selecting, operating and basic maintenance of hand tools and material handling equipment;
- (h) the acquiring and maintaining of inventory and stocking of parts according to a prearranged system;
- (i) the preparing of statements, submitting of bills, keeping of records and receiving of payments;
- (j) the packaging and proper labelling of parts for shipping; and
- (k) the planning, maintaining and updating of display areas.



Chair
Apprenticeship and Occupational Certification Board