



JOB TITLE	DEPARTMENT	REPORTS TO
Parts Manager	Transportation	Vehicle Service Manager

Position No: 78027	Length of Work Year: 12 Months
Salary Schedule: CWC	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised:

JOB GOAL
To purchase parts, maintain an inventory and keep accurate records for audit purposes.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent
2. Minimum of three (3) years successful experience in inventory system.
3. Be capable of keeping records for parts and inventory.
4. Understand parts and equipment used in transportation.
5. Demonstrate by past performance an ability to get along well with people.
6. Specific computer knowledge related to automated inventory systems.
7. Must be capable of lifting heavy automotive components as determined by physical by Board approved physician.
8. Ability to perform functions of the position.

DUTIES AND RESPONSIBILITIES

1. To purchase parts utilizing the approved purchase order system.
2. To interview vendors for products, parts and service needed by garage.
3. To develop and maintain an automated inventory of parts and equipment of the Transportation Department.
4. To maintain vendor cores for replacement by remanufactured parts.
5. To maintain parts and locate equipment for vehicles of various makes and models.
6. To issue parts and housekeeping supplies for garage, office and buses.
7. To buy parts on State Bids (whenever possible) and stay within the budget set for the year.
8. To assure parts are available to keep mechanics from having a loss of time from work.
9. To maintain warranty information and follow-up.
10. To file appropriate claims for reimbursement for parts and labor performed for warranty items.
11. To verify price and quantity on delivered items.
12. To correlate the closing of all vehicle repair work orders at the end of each month to ensure proper attribution of parts and supplies.
13. To perform assigned tasks in a timely and efficient manner.
14. To perform assigned tasks with a high standard of quality.
15. To perform other duties as may be assigned by a supervisor.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.