



JOB TITLE	DEPARTMENT	REPORTS TO
Parts Room Assistant	Transportation	Parts Manager

Position No: 78036	Length of Work Year: 12 Months
Salary Schedule: CWB	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99; 10/31/19

JOB GOAL
To assist in the maintenance of an appropriate inventory of parts for the Transportation Department.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. Understand parts and equipment used in transportation.
3. Be capable of keeping records for parts and inventory.
4. Demonstrate aptitude or competence for assigned duties.
5. Demonstrate by past performance an ability to get along well with people.
6. General office skills, word processing and data entry proficiency tests.
7. General computer knowledge
8. Must be capable of lifting heavy automotive components as determined by physical by Board approved physician.
9. The ability to perform the functions of the position.
10. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To stock parts at the direction of the Parts Manager.
2. To take inventory of parts and equipment of the Transportation Department.
3. To type acquisitions and dispositions in the absence of the parts manager.
4. To maintain parts and locate equipment for vehicles of various makes and models.
5. To issue parts and housekeeping supplies for garage and office and buses.
6. To assist in buying parts on State Bids (whenever possible) and stay within the budget set for the year.
7. To assure parts are available to keep mechanics from having a loss of time from work.
8. To assist in maintaining warranty information and follow-up.
9. To operate the forklift in a safe manner
10. To issue small tools for maintenance and repair and to maintain location for inventory purposes.
11. To perform assigned tasks in a timely and efficient manner.
12. To perform assigned tasks with a high standard of quality.
13. To perform other duties as required 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.

For the Position of: **PARTS ROOM ASSISTANT**
PDC Level: HEAVY

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Post hire candidates will be required to successfully complete the following job specific tests.

Job Specific Task I

Task Simulated: Lifting/carrying drums, other larger parts

Equipment Used: NIOSH Box weighted to 62 lbs., shelf/platform at 8-in

Description of Task Simulation 1:

Candidate will demonstrate the ability to lift the 62 lb. box using the lower handles from floor to carry it 5-ft to place it on the 8-in shelf. They will then lift it from that shelf to carry it back 5-ft to return it to the floor start point. This is to be done for two (2) repetitions in a smooth controlled manner.

Job Specific Task II

Task Simulated: Lift/Carry/Handle Product

Equipment used: NIOSH box with weight for up to 55 lbs., shelves/platforms at 8-in at 4, 36, 48, and 79-inch heights

Description of Task Simulation 2:

Lift Circuit:

1. Candidate will demonstrate ability to lift the 55 lb. box from the 8-inch shelf, carry for 10-feet and place on the 36-inch shelf and return it to the start point.
2. Candidate will demonstrate ability to lift the 35 lb. box from the 8-inch shelf, carry for 10-feet and place on the 46-inch shelf and return it to the start point.
3. Candidate will demonstrate ability to lift the 10 lb. box from the 8-inch shelf, carry for 10-feet and place on the 79-inch shelf and return it to the start point.

Repeat circuit for total of 3 repetitions in a smooth controlled manner.

****NOTE:** Candidate may use stepstool or ladder if needed for shelf access

Job Specific Task III

Task Simulated: Pushing/pulling forces

Equipment Used: Force gauge

Description of Task Simulation 3:

With handles of force gauge at a self-selected height, candidate will demonstrate ability to generate a peak force of 50 ft. /lbs. for horizontal pushing and pulling for two (2) repetitions for each direction in a smooth controlled manner.

Job Specific Task IV

Equipment used: **Task Simulated:** Climbing

Equipment Used: Stepladder

Description of Task Simulation 4:

Using available handholds, the candidate will demonstrate ability to climb up/down to the 3rd or 4th rung and repeat until total of 12 rungs are completed.