



<b>Reports to:</b> Fleet Manager
<b>School/Department:</b> Transportation
<b>Pay Grade:</b> Manual Trades/Hourly Pay Grade 7
<b>Wage/hour status:</b> Non-Exempt
<b>Created/revised:</b> July 2016

**Primary Purpose:**

Stock and control inventory levels keeping the right mix of parts to help ensure the efficiency and productivity of the shop. Supervise and train all parts personnel in day to day activities.

**Qualifications:**

**Education/Certification:**

- High School Diploma.
- ASE Certifications preferred.

**Special Knowledge/Skills:**

- Extensive experience in the diesel and automotive field.
- Experience in auto/diesel parts sales or parts sales environment.

**Experience:**

- 4 Years of experience in the auto/diesel field.
- 1 Year of experience in parts management.
- Extensive experience in the diesel and automotive field.

**Major Responsibilities and Duties:**

1. Manage inventories based on demand.
2. Maintain stock at a level that enables internal servicing departments to complete their work without delay.
3. Will also avoid the costs of carrying excessive inventory.
4. Must have knowledge of inventory control and fleet management software.
5. Must also maintain accurate records of warranty parts replaced under warranty, faulty parts, and cores.
6. Must be able to source quality parts at the right price.
7. Performs other duties assigned within the scope of responsibility and requirements of the job.



**Budget**

1. Monitor Campus/Department budget.
2. Monitor the proper use of PO's within the Dept.
3. Maintain proper P-Card policies and procedures.

**Personnel Management**

1. Skilled in team building.
2. Ability to train and maintain service excellence within the department.
3. Provide guidance/supervision to all parts personnel.

**Departmental/Division Responsibilities**

1. Must have knowledge in inventory control and fleet management software.
2. Complete responsibility of all Parts Dept. day to day activities.

**Other**

1. Must be a highly motivated individual willing to do whatever it takes to provide service excellence.

**Supervisory Responsibility**

Supervise and evaluate the performance of all parts personnel.



## HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Parts Foreman  
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### Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.  
Frequent prolonged and irregular work hours  
Occasional travel outside of school district boundaries  
Workload is deadline driven  
Prolonged use of equipment and computers  
Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.  
Frequent contact with parents, community, and/or other district/campus employees  
Noisy environment  
Possible exposure to chemicals  
Requires performing tasks mostly standing, some walking, bending, stooping and sitting  
Lifting up to 80 lbs

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_