

JOB TITLE: Parts Clerk

PAY GRADE: AUX - 4

REPORTS TO: Supply and Accounting Supervisor

DAYS: 226

DEPT. / SCHOOL: Transportation

STATUS CODE: 8676

WAGE/HOUR STATUS: Non-exempt

DATE REVISED: 07/07/14

PRIMARY PURPOSE:

The Transportation Department Parts Clerk is responsible for the inventory control and dispensing of replacement parts and supplies for district fleet vehicles.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or GED.
- Clearance of Criminal History Check
- Acceptable Reference Check
- Must pass randomly administered drug and alcohol tests
- Must pass an annual physical (same as bus driver)
- Acceptable Motor Vehicle Record
- CDL – Class B (must obtain within 90 days of employment)
- Must complete and maintain current State Bus Certification Course

Special Knowledge/Skills

- Ability to maintain records, communicates, and works with other auxiliary personnel in a positive and cooperative manner.

Experience:

- Must be a minimum of twenty one (21) years of age
- Have a minimum of five (5) years computer experience in excel and word
- Must be able to successfully acquire the skills to work with our RTA program
- Have five (5) to eight (8) years in auto/truck maintenance and repair parts experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Regular attendance.
2. Insure an adequate supply of fleet repair parts
 - a. Provide emergency parts as needed and available
 - b. Maintain stock orders through contact vendors
 - c. Receive and stock materials and parts as required
3. Maintain uninterrupted service in an inventory system that is continually changing
 - a. Record all purchases into control
 - b. Relieve inventory through repair order change outs
 - c. Maintain accurate price records
 - d. Maintain current parts catalogs and order books
 - e. Daily posting of all parts movement, in and out of inventory
4. Provide counter service for shop mechanics
 - a. Issue and dispense parts and supplies
5. Insure that all incoming materials correspond with the accompanying invoicing as to quantity and pricing
6. Provide a secure environment for Conroe ISD parts, materials, and tools.
 - a. Limit access to the parts room to those duly authorized admittance; the Fleet Manager; assistant shop foreman, and administrative personnel
7. Maintain orderliness and cleanliness.
 - a. Practice good housekeeping
 - b. Sweep and/or clean floors, shelving and storage as needed.
 - c. Every item should be on a shelf, in a bin box, if possible. Label every box and/or bin for items that don't fit in a bin drawer.
 - d. Maintain bin locations, up to date.

- e. Insure inventory control for every inventory.
- 8. Organize and participate in the physical inventory of parts; quarterly, semi-annually, or annually as instructed by supervisor
- 9. Compile reports on parts activities and monies spent on vehicle parts and related areas.
- 10. Be capable of “opening”, “closing”, and securing of transportation facility.
- 11. Drive bus/route as needed.
- 12. Assist in maintaining vehicle records.
- 13. Perform other duties as assigned by Supply and Accounting Supervisor.
- 14. Maybe temporarily reassigned as needed to cover other Parts rooms at other locations.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Telephone, personal computer, calculator, copier, fax, school buses, special needs equipment.

WORKING CONDITIONS:

Ability to read, communicates verbally, understand verbal and written directions, and work with minimal supervision. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Lifting 25-50 pounds. Will travel from primary location to other locations in Conroe and The Woodlands as instructed by Supervisor.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____