

Madera Unified School District Classified Job Description

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 32-2012/2013
DATED: 04/15/13
DOCUMENT NO. 7-2012/2013

Transportation Automotive Parts Specialist Clerk

Purpose Statement

The job of Transportation Automotive Parts Specialist Clerk is established for the purpose/s of receiving, storing, issuing new/spare and replacement parts, equipment, and expendable items used in repairs or maintenances of the District's fleet of vehicles. Coordinate the acquisition and distribution of automotive parts, materials and services for Transportation school bus vehicle maintenance shop.

This job reports to Director of Transportation.

Essential Functions

- Special order parts and maintains records by researching the correct materials being ordered; conduct visual inspections, logging all orders; charging the appropriate vehicles, data entry, prioritize orders, resolve discrepancies, processes returns, credits, and warranties.
- Issues parts for service and maintenance of school automotive equipment.
- Maintain work orders for needed parts, keep inventory, and keep supplies stocked.
- Keep records of automotive parts ordered, received, and issued, and closes out work orders.
- Create and develop computer records of work orders, parts inventory, repair records, and files.
- Make parts pick ups.
- Assists in stock and supply activities for other departments.
- Answers incoming radio and telephone calls and monitors computers.
- Cleans and maintains shop area.
- Assist in the receiving area by loading and unloading items, receiving stock, and special orders items.
- Pick up parts from vendors as needed utilizing District vehicles only in emergency situations.
- Work with mechanic specialist to ensure that the applicable replacement part is ordered as needed.
- Maintain adequate but low inventory on high usable parts.
- Keep director/supervisor informed of problems in obtaining parts.

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Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operate an automotive parts room, receiving, ordering and issuing parts and supplies, issuing and closing work orders.

KNOWLEDGE is required to perform basic math. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: inventory accountability, automotive parts knowledge.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communication with persons of diverse backgrounds/knowledge/skills; teamwork; meeting schedules; and deadlines, customer service skills and verbal and written communication skills. Ability to understand automotive component parts, work well with mechanics, vendors, accounting technician, and departmental administration. Ability to research automotive parts; for the purposes of minimizing the cost of purchasing automotive parts; return unnecessary auto parts to vendors and recuperating credits; manage warranty components to contain overall costs and controls.

Responsibility

Responsibilities include: working under limited supervision, working independently under the direction of the Transportation Director. Operating automotive parts room; receiving, ordering and issuing parts and supplies; issuing, maintaining and closing of work orders.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

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Minimum Qualifications

Experience Minimum of one year of responsible experience with vehicle mechanical parts or other parts inventory systems required.

Education High School diploma or GED

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

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Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance
- Physical Demands (F)

FLSA Status

Non Exempt

Approval Date

Salary Range

Range 23 – Classified Salary Schedule