



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>TRANSPORTATION PARTS SPECIALIST</u></b>	
<b>DEPARTMENT/SITE:</b> Transportation  <b>REPORTS TO:</b> Director of Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 36 <b>WORK YEAR:</b> 261 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Transportation, the Transportation Parts Specialist receives, stores, and issues new/spare and replacement parts, equipment, and expendable items used in repairs or maintenance of the District's fleet of vehicles; coordinates the acquisition and distribution of automotive parts, materials, and services for the Transportation Department vehicle maintenance shop. The incumbents in this classification provide the school community with transportation services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 Positions in this class perform functions supporting the acquisition and distribution of automotive parts, materials, and services for the Transportation Department vehicle maintenance shop. This is a specialized classification in support of procurement services and warehouse inventory control management activities in the Transportation Department.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Answers telephone calls and monitors computers to provide information and assistance to the public or District personnel.
- Assists in the automotive parts procurement receiving area by loading and unloading items, receiving and inspecting stock and special orders items.
- Organizes, cleans, and maintains the Transportation Parts warehouse or parts room, and provides continual security of parts, or implements loss prevention protocols.
- Communicates and collaborates with the Maintenance & Operations Department to procure White Fleet parts, supplies and equipment to perform automotive repairs, and with the Purchasing Department to receive bids, submit quotes, and receive purchase orders.
- Communicates and collaborates with mechanics to identify malfunctioning or defective parts, which includes physically climbing, crawling, reaching overhead or bending to inspect, identify and help remove parts to obtain the identical part.
- Coordinates yearly or bi-annually scheduled physical inventory; reconciles records; audits discrepancies; rectifies data entries in system software versus physical inventory discrepancies.
- Inspects and forwards hard copy documentation to be processed or filed in the California Highway Patrol inspection binder to meet governance regulations.
- Determines, monitors, and assures adequate levels of inventory are replenished, including parts and supplies; establishes the below-minimal stock or near-minimal stock requirements.

- Finalizes physical inventory reports and accounts for any shrinkage or discrepancies; manages the physical inventory process from start to finish; documents transaction or records in order to support potential audits.
- Informs Director of Transportation and Supervisor – Transportation Shop of prospective problems and delays in obtaining automotive parts.
- Interviews vendors for sources of parts supplies, prices, product information, new products, warranty, availability, and quality.
- Issues and allocates automotive parts for service and maintenance of Transportation Department automotive equipment.
- Maintains adequate but low inventory on highly usable parts.
- Maintains records of automotive parts ordered, received, and issued; closes out work orders.
- Maintains work orders for needed parts, keeps inventory, and keeps supplies stocked.
- May assist in stock and supply activities for other departments.
- Monitors and controls hazardous wastes (e.g., batteries, oils, tires.); ensures proper disposal in accordance with E.P.A. governance regulations.
- Performs a variety of technical duties involving the procurement of goods and services, supplies and equipment for the Department of Transportation; assures all parts and services are processed and delivered with the allotted timeframe.
- Operates a forklift, motor vehicle, other power tools, and equipment to receive or deliver freight to a dynamic network of vendors.
- Picks up parts from vendors as needed utilizing District vehicles in emergency situations.
- Prepares and places special-order parts; researches and orders correct automotive parts and materials; conducts visual inspections; logs all orders charging the appropriate vehicles; prioritizes orders and resolves discrepancies; processes return, credits, and warranties; maintains all automotive parts records.
- Procures urgently needed automotive parts through the most effective means considering quality, availability, cost, delivery time, and continued support or sustainability.
- Pulls schematics and drawings as needed or requested by Mechanics.
- Researches, contacts, and selects vendors to receive proposals for price, quality, warranty, and availability on goods; makes independent judgement on purchases up to authorized limits and specifications requested.
- Works with all Transportation Shop staff and vendors to ensure that appropriate replacement parts are ordered.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Purchasing procedures for automotive or heavy truck parts, supplies, equipment, terminology concepts, and inventory control.
- Technical aspects of researching, identifying, competitive price matching, availability and purchasing parts, supplies and equipment within allotted timeframes
- Inventory management and appropriate software to monitor all parts requisitions through work orders
- Knowledge of bus/vehicle parts and terminology along with its functionality
- Modern office methods, practices, and equipment pertinent to purchasing

### **Skills and Abilities to:**

- Operate an automotive parts room, receiving, ordering and issuing parts and supplies, issuing and closing work orders

- Utilize a fleet management software system program to record or monitor work performed and lookup vehicle data.
- Work independently with little direction
- Plan and prioritize work to meet schedules and timelines
- Maintain detailed and accurate records
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Learn District organization, operations, procedures, policies, objectives, and goals
- Perform technical duties to purchase parts, supplies, equipment, and services for the Department
- Exercise sound judgement in the procurement process
- Communicate professionally and courteously with contacts in and out of the District
- Establish and maintain effective working relationships
- Work with a diversity of individuals and/or group; exhibit excellent customer service skills
- Research automotive parts; minimize purchasing costs; return unnecessary auto parts to vendors; recoup credits
- Manage warranty components to contain overall costs and control

**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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or GED

**EXPERIENCE REQUIRED:**

Minimum of one (1) year of responsible experience with vehicle mechanical parts or other parts inventory systems required.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License to retrieve automotive parts and materials
- Automotive Service Excellent (ASE) Automotive Parts certification (Additional years of experience may substitute for ASE certification.
- Possession of, or ability and qualifications to obtain the Licenses/Certificates listed below within six (06) months of appointment. Failure to do so will result in termination.
  - Valid Forklift Operator certificate

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam F through District’s provider at District’s expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods

- Lift objects such as automotive parts weighing up to 50 pounds
- Bending at the waist, kneeling, or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Exposure to dust, grease, oils, noise, hot or cold weather, and unpleasant odors.
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen