

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Parts Inventory Clerk
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	594
Reports to:	Central Supply/Parts Manager

JOB SUMMARY

Under the general supervision of the Central Supply Warehouse Manager the Parts Inventory Clerk orders, inventories and distributes all transportation related parts and other inventory items. And maintains related records.

ESSENTIAL JOB FUNCTIONS

- Purchases vehicle, mechanic and shop equipment for transportation fleet and for all department mechanics and shop personnel (i.e., locates and contacts vendors to obtain availability, price, and other information on restocking items, reorder parts, and shop supplies. Provides purchasing department with bid solicitation specifications and vendor information for larger volume items such as oils and tires). Arranges for outside repairs.
- Arranges for direct purchase of immediate repair items (non-inventory). Determines who has items, evaluates costs and other purchase information. Receives parts. Makes purchase decisions in consultation with shop foreman, Fleet manager, central supply/parts manager, and shop personnel. Provides required information for management evaluation of higher cost purchases.
- Looks up part numbers and/or otherwise determines parts/supplies to be issued to mechanics and drivers.
- Pulls parts and issues items to transportation personnel.
- Assists with tracking of items used and maintenance of service records.
- Enters requisitions into the computer and creates purchase orders.
- Creates and maintains computer numbers for new inventory items as required.
- Verifies and maintains numbers on service records (correcting any/all wrong numbers).
- Researches and tracks payments. Pays receiving bills and matches invoices and purchases orders. Maintains purchasing card reports and reconciles monthly statements.
- Maintains files of purchase orders and invoices.
- Documents miles on vehicles and uploads and maintains all documentation.

- Restocks inventory items onto shelves and/or into computer system.
- Assists with annual inventory and entering of inventory records into the computer. Assists with maintenance of stock records and inventory control on supplies stored in parts room.
- Performs other related duties as assigned.
- Organizes stock in the warehouse.
- Makes copies of service records, invoices, and other forms.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Six (6) months of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Commercial Driver's License (Class B). (May be obtained after hiring.)
- Forklift certification (May be obtained after hiring.)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- A working knowledge of automotive parts, parts catalogs, and systems.
- Ability to use small office equipment and computers.
- Ability to use or repair medium equipment and machinery.
- Ability to prepare or process purchase orders.
- Ability to maintain inventory and property.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: handling, hearing, kneeling, lifting, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.