

Parts Clerk
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: Support Associate V

QUALIFICATIONS:

1. High School degree or equivalent.
2. Experience with System Application Products (SAP)/Business Systems Information Portal (BSIP).
3. Valid North Carolina driver's license and CDL.
4. North Carolina Notary Public certified.

REPORTS TO: Transportation Coordinator

JOB GOAL: To provide a high level of accuracy in the Parts Department in data gathering and reporting while maintaining a productive work environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Run daily report of all transactions in BSIP; provide monthly BSIP reports to Business Manager; provides BSIP technical support for Transportation staff; acts as liaison with DPI technical staff to resolve technical issues with the database; distribute updates to BSIP users as needed; train staff for technical updates to BSIP program.
3. Provide parts counter assistance as needed.
4. Input daily mechanic time tracking data for creating cost analysis of time spent on task and time spent on administrative duties.
5. Assist Transportation Coordinator in resolving inventory discrepancies and organization of parts and materials; restocks inventory as needed.
6. Assist with finding and requesting DOT numbers for parts and materials.
7. Key daily work orders for buses serviced by mechanics; create analysis reports for management to determine total cost of work order (labor and parts).

8. Enter leave time for each mechanic in BSIP; create analysis reports for management to determine absentee rates and the impact on the daily work schedule.
9. Compile and maintain spreadsheet of completed preventative maintenance and provides weekly report.
10. Compile and maintain service data on buses serviced at the garage.
11. Assist with data entry of monthly time sheets and leave forms for mechanics.
12. Research and develop real-time inventory controls.
13. Forecast orders of supplies and materials.
14. Conduct annual garage physical inventory, of all items at the end of each fiscal year; conduct on-going spot inventory checks during the year and make adjustments.
15. Examine invoices to assure that they are in accord with deliveries, proper discounts have been given and invoices are correct before paid.
14. Perform related duties and responsibilities as requested by the Director or Coordinator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of bookkeeping, accounting, and inventory control.
- Ability to work with a perpetual inventory system.
- Demonstrate functional knowledge of stockroom management procedures.
- Ability to use office machines and accurately enter data.
- Demonstrate functional knowledge of automotive/truck mechanical operations.
- Ability to identify repair parts through the use of catalogs and/or physical inspection.
- Demonstrate computer skills in word processing, data base management, and spreadsheets.
- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.