

TRANSPORTATION PARTS SPECIALIST



Transportation Department

Purpose:

The Transportation Parts Specialist procures vehicle parts and manages the parts inventory for the Transportation Department.

Definition for use in this Job Description:

"School bus" or "bus" includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Maintenance Supervisor, Administrator for Transportation

Nature & Scope:

The Transportation Parts Specialist performs work of a specific nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbent interfaces primarily with departmental colleagues and external vendors. The incumbent does not supervise regular employees, but does assist in the supervision of non-contract summer crews and/or temporary employees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Researches, purchases and supplies both inventory and non-inventory parts for the service and repair of school busses and other District vehicles.
3. Maintains an active inventory of common vehicle parts, equipment and supplies, including components associated with video surveillance, two-way communications, emissions reductions, sensors and controls.
4. Establishes and maintains an up-to-date database of suppliers of quality parts.
5. Performs price and quality comparisons and negotiates with suppliers to ensure best value on purchased parts.
6. Applies least total cost analysis techniques including, but not limited to, quality, delivery, quantity, price, warranty service, and standardization.
7. Locates obscure and obsolete items.
8. Uses District maintenance software to keep track of inventory, parts used and other data pertaining to District transportation equipment.

9. Manages safety recall activities, including arranging repair appointments and submission of paperwork for expense reimbursements.
10. Enforces compliance with District purchasing policies.
11. Assists in the repair and diagnostics of District vehicles.
12. Coordinates with technicians performing bus repairs.
13. Manages the recycling of used products, including oil, filters and scrap metal.
14. Assists in managing non-contract summer crews and/or temporary employees who clean bus interiors or repair bus upholstery and padding.
15. Drives scheduled bus routes or trips when required.
16. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
17. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
4. At the point of hire, must be able to attain and maintain an Oregon School Bus Driver's Certificate and an Oregon Class B Commercial Driver's License with Passenger, Air Brake and School Bus Endorsement
5. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
6. Must demonstrate familiarity with computerized record-keeping and spreadsheets.
7. Must be able to identify school bus parts and their functions.
8. Must be able to read, understand and follow multi-step written and verbal instructions in English.
9. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
10. Must be able to comply with District, state, and national regulations as they relate to vehicle safety.
11. Must demonstrate the ability to follow a set routine at a pace that meets District standards, and must demonstrate the ability to meet deadlines and schedules.
12. Must demonstrate flexibility to changing working environments.
13. Must be able to work accurately with attention to detail.

14. Must meet all Minimum Qualifications for the position of *Bus Driver*.

Working Conditions:

The Transportation Parts Specialist works primarily indoors in a mechanical shop with limited climate control. The work requires regular moderate physical effort and the occasional lifting of moderate to heavy objects up to 75lbs. The incumbent will frequently stand, stoop, bend, crawl and reach in the normal course of his/her workday and will be exposed to dirt, odors, dust, wetness, fumes, grease, noisy machinery, vibrations, and toxic agents. Other potential hazards include chemicals, communicable diseases, and power/hand-operated equipment and machinery.

Maintenance work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the Transportation Parts Specialist will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver*. The Transportation Parts Specialist will be provided a uniform supplied by District for use during working hours.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.