



Job Description

POSITION CODE: 821
Classified Group: Teamsters
Salary Range: 26
Work Days: 260
Page 1 of 3

POSITION TITLE: Transportation Parts Storekeeper

DEFINITION: Under general supervision, receives, stocks, issues and records trucks, bus and transportation automotive parts; locates, orders and picks up parts for vehicles repairs shop equipment and tools, performs inspections of work area to ensure compliance with all applicable laws, regulations and best practices.

DIRECTLY RESPONSIBLE TO: Director, Transportation Operations or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Receives, inventories, issues, and maintains parts for the transportation department.
2. Locates, orders, and picks up parts for vehicles and equipment.
3. Receives and verifies items to ensure consistency with packing slip and original order and notes any discrepancies and informs supervisory staff.
4. Tracks parts and costs on departmentally approved software.
5. Reviews catalogs to recommend correct parts for repairs.
6. Provides customer service in person and on the telephone.
7. Responds to inquiries regarding storeroom procedures, materials in stock, and prices.
8. Obtains quotes from vendors, performs price comparisons to ensure fiscal responsibility, makes simple computations, and assists with inventory recordkeeping.
9. Periodically conducts a physical count of stock-on-hand and compares with inventory reports and informs supervisor of errors or discrepancies.
10. Monitors inventory to assure parts and materials do not become obsolete.
11. Provides input for stocking levels and recommends inventory adjustments to assure adequate stock levels.
12. May handle money from petty cash for some parts purchases.
13. Operates a computer and is proficient with standard MS Office programs and programs specific to vehicle repair/maintenance and parts inventory.
14. Operates a forklift.
15. Inspects, cleans, and maintains automotive parts catalogs and storeroom.
16. Sorts, arranges, and files materials.
17. May shuttle buses to repair facilities or to locations of broken down buses.
18. Repairs and inspects shop equipment and tools to ensure safety and compliance with applicable laws and regulations.
19. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or GED; previous experience with storeroom or stock control procedures; experience in vehicle and facility repair, maintenance, and upkeep; previous experience driving light vehicles used in delivery work.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Valid Fork Lift Operator Certification in accordance with Cal-OSHA regulations

Knowledge, Skills, and Abilities:

- Knowledge and skill in use of computers and assorted software programs
- Knowledge of storeroom and stock control methods and procedures
- Knowledge of general automotive maintenance and mechanics
- Knowledge of tools and building maintenance, defensive driving and motor vehicle safety, delivery work, equipment operation and industrial safety procedures
- Knowledge of basic mathematical skills to perform simple computations
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and vendors
- Ability to establish and maintain accurate records
- Ability to use standard shop tools and equipment safely and efficiently
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office or warehouse environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the
- Operate office equipment requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports
- Move about facilities to conduct work including walking, stooping, kneeling, crouching, crawling, bending, reaching with arms and hands, climbing, balancing, or remaining in a seated position for long periods of time
- Lift and/or move objects weighing up to 75 pounds and objects weighing up to 150 pounds with assistance
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Wet or humid environment
- Work near moving mechanical parts
- Work in high, precarious places

Transportation Parts Storekeeper
Page 3 of 3

- Exposure to fumes, airborne particles, oil, grease, or other motor vehicle fluids
- Outdoor weather conditions
- Risk of electric shock and vibration

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/23/1987
Revised: 8/9/1988
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