

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Fleet Parts Controller  
**Date Prepared or  
Last Modified:** November 15, 2022  
**Work Year:** 257 days  
**Department:** Transportation  
**Reports To:** Transportation Director

**SUMMARY:** Responsible for purchasing and maintaining parts inventory for student transportation vehicles, maintenance vehicles, small engines, compressors, generators and seasonal equipment and keeping records of all purchase and inventory in current software programs. Responsible for fluid supplies, noting warranty details on parts and communicating with other staff members, vendors and buyers. Responsible for establishing reports, researching parts manuals and supply catalogs and submitting orders to buyers. Responsible for ordering, maintaining parts room inventory for all transportation vehicles, white fleet vehicles, small motors and seasonal equipment and keeping records of all purchases and inventory in the current software system and daily communication with mechanics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- D 20% Review and complete work orders by entering the necessary data. Maintain vehicle and parts records including warranty details on individual parts. Responsible for scheduling and monitoring the maintenance of Transportation fleet and any District owned vehicle or equipment.
- D 15% Requisition supplies and contracted services by entering the required data in current software programs. Maintain parts data in current fleet management software.
- D 10% Research and analyze part manuals and supply catalogs. Responsible for comparing prices following department and district policy and procedures when ordering parts, tools and supplies. Communicate with vendors on parts availability and perform cost comparisons.
- D 10% Issue and control parts and supplies for the transportation department. Maintain parts and supply inventory and usage records.
- D 10% Receive, label and stock parts and supplies.
- D 10% Monitor propane system and tank inventory.
- D 5% Clean and organize shop supply area. File and archive maintenance hard copy files as dictated by department and district policies.
- D 5% Responsible for organizing receipts of purchased items and turning them in to the Fleet Office Coordinator for Purchase Card allocation monthly.
- D 2% Collaborate with drivers to complete work orders.
- W 5% Prepare and analyze special reports requested for the Director, Transportation Supervisors, Fleet Manager or Chief Operations Officer from data obtained by current software.
- M/A 1% Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License which includes keeping DOT Physical current to ensure in compliance with all state and federal regulations.
- D 4% Perform duties as a Bus Driver as needed.
- Ongoing 3% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High School diploma or equivalent.

**EXPERIENCE:** At minimum, 3 years' experience in school transportation and one year of fleet maintenance. Up to 2 years' experience in parts, purchasing and inventory control and knowledge of the Fleet Vision program helpful.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math skills. Working knowledge of computer systems for report processing, data collecting and spread sheets. Basic ability to research, maintain inventory and issue parts as required. Operating knowledge of Google Suite, Google Drive, Gmail and Fleet program. Good interpersonal communication skills and ability to work with students and students with special needs. Ability to appropriately manage student behavior and make quick decisions in stressful conditions. Operating knowledge of various school buses/vehicles, handicap transportation equipment, two-way radio, fire extinguisher, and emergency equipment required within two weeks after hire and licensing.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Must obtain commercial driver's license (CDL) and "B" License with P and S endorsement within 3 months of hire. Must be able to pass DOT physical exam at the time of hire. First Aid and CPR certifications required within 90 days after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities; however, this position acts as a technical resource for the Transportation Department by issuing information related to cost, usage and current stock.

**JUDGMENT AND DECISION MAKING:** Work is assigned by Transportation Director, Fleet Office Specialist and Fleet Manager. This position requires application of warehouse knowledge and experience to maintain the proper inventory, to determine if a new item should be added to inventory, and to determine reorder points, reorder quantities, and maximum levels. Decision making is guided by past experience and parts usage. Requires independent judgment to determine if bus is safe to operate, when and if route deviations are required, and when to utilize additional driving safety precautions. Additionally, independent judgment must be applied to determine appropriate type and severity of discipline for passengers. Work is guided by state and federal traffic laws and regulations and district policies and procedures. Decision making requires collaboration with supervisor, parents, students, Paraprofessional, teachers, Mechanics, Service Specialist, and school officials. Director is involved in major decisions.

**DIVERSITY OF DUTIES:** Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Duties require cross-training in basic automotive mechanic's student management, emergency evacuation procedures, basic health care, conflict resolution, problem solving and state/federal/district regulations and laws. Knowledge of technical catalogs and how to use them. Behavior management skills, driving skills, defensive driving skills, adverse weather driving skills, mountain driving training, two-way radio, restraining devices, adaptive equipment, First Aid, and CPR. Duties and actions impact students, parent's school's administrators and the general public.

**SAFETY TO SELF AND OTHERS:** High exposure to self to repetitive motion/stress due to steering and sitting for long periods and lifting; bruises and cuts due to handling of heavy and sharp objects, and to hernia due to heavy lifting. Medium exposure to burns due to handling batteries and cleaners; disease due to exposure to bodily fluids during clean-ups; loss of limb, disfigurement or life due to traffic accidents, and loss of sight due to protruding objects or cleaners.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds and occasionally required to lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to drive dusk to dawn and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duty of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals (e.g., fuel) and outdoor weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to working in high, precarious places; wet and/or humid conditions, extreme heat and cold, and risk of electrical shock. The noise level in the work environment is usually very loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, compute, evaluate and use interpersonal skills. They are occasionally required to copy, instruct, synthesize, compile and negotiate.