

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

TRANSPORTATION PARTS/ INVENTORY CLERK (MECHANIC)

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Previous automotive parts experience.
- (3) Hold a valid Florida Commercial Driver's License with a passenger endorsement within six months of employment.
- (4) Previous inventory experience.
- (5) Computer experience preferred.
- (6) Diesel mechanic experience/diesel engine familiarity preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the ability to locate and obtain quotes for best quality and prices of parts, have knowledge of vehicles to properly order correct parts, maintain parts inventory in an orderly fashion, have computer skills in order to complete part requisitions and work order entries, must have good communication skills both orally and written.

REPORTS TO:

Transportation Supervisor and Shop Manager

JOB GOAL

Provide timely delivery of parts for bus repair, while maintain the most efficient and economical inventory possible.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Maintain a perpetual inventory system.
- (2) Acquire vehicle parts by telephone, mail, or vehicle.
- (3) Order inventory stock (parts and supply items).
- (4) Issue parts and cost parts to job via the work order system.
- (5) Maintain inventory records and stock analysis.
- (6) Receive, verify, and stock deliveries.
- (7) Store and secure stock.
- (8) Prepare required reports.
- (9) Work fuel island.
- (10) Assist mechanic in charge on road calls and in towing buses and other vehicles to the shop.
- (11) Operate radio to maintain contact with drivers.
- (12) Stick and reconcile daily fuel usage.
- (13) Initiate work orders.

TRANSPORTATION PARTS/INVENTORY CLERK (MECHANIC) (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8