CLASS TITLE: PARTS CONTROLLER

DEFINITION: Under general supervision, performs work of moderate difficulty in the maintenance, inventory and control of the parts room located in the Transportation or Maintenance Shop; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Check and stocks incoming orders, issues parts to authorized district personnel
- Maintains running inventory
- Utilizes on-site computer to log parts received and dispensed
- Re-orders parts from suppliers
- Maintains a neat, well organized parts room

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years in handling and inventory of parts; one year experience in using a computer as it related to inventory control.

Knowledge of:

- The standard practices and methods of inventory control.
- The methods and operation of a parts room
- Data entry

Skill in:

- Establishing and maintaining effective working relationships with others
- Reacting quickly to situations
- Understanding and carrying out oral and written instructions

Ability to:

- Perform the job duties with or without an accommodation.