Adams12 Five Star Schools

Job Description
Prepared/Revised Date: July 2026

Job Title:	**Parts Resource Technician**	Job Code:	**1469**
Job Family:	**Transportation**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**Yes**
Work Year:	**12 months**	Pay Range:	**G16**

SUMMARY: Responsible for ordering, purchasing, maintaining and issuing parts room inventory for all transportation vehicles, support fleet vehicles, custodial and grounds equipment. Keeping records of all purchases and inventory in the current fleet software system. Reconcile purchasing transactions and compile reports, properly accounting to follow current financial services methods. Daily communication with mechanics, drivers, buyers, other district staff and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Order, purchase and issue parts, lube products, shop supplies, and safety supplies for all fleet services operations. Receive orders and assist in barcoding/tagging items received for identification purposes. Work in collaboration with the fleet manager and lead mechanic to maintain proper inventory levels and purge obsolete parts while recovering maximum value through working with vendors or sending to warehouse for auction. Manage accurate parts and supply room inventory and usage records within the current software system. Prepare materials, parts and goods for shipment. Load and unload inventory onto or from pallets, bins, racks and shelving to stock parts room inventory. Operate a forklift to load and unload large items to and from delivery trucks. Travel to vendor locations to pick up and drop off parts when delivery services are not available. Maintain a clean and organized parts room. Participate in safety and security of the work environment improving unsafe conditions or reporting to management.	D	45%
2. Reconcile fleet procurement card transactions, maintain receipts and compile monthly reports for submittal to Finance. Monitors annual budget, generates purchase orders, generates service contracts, manages purchasing card accounts and transactions, and pays invoices. Monitor part and equipment warranties, credits, and core charges for recovery of district funds and proper accounting. Execute audit trails and reports for investigation of inventory discrepancies and billing errors.	D	15%
3. Communicate with vendors in regards to product information, pricing, order status, shipping services and invoice requests. Issue tax exempt certificates and require vendors to adhere to tax exemption status. Assist fleet manager and purchasing department with bid specifications and requirements for materials requiring a formal bid process.	D	15%
4. Assist with the input of information into the fleet management system to include attaching vendor repairs and inspection forms to work orders. Filing vehicle documents, repair invoices and inspection forms. Ensure MSDS records are current and available. Work with warehouse department to order supplies, input ETS requests for pickup and delivery of inventory and auction items. Manage oil sample program to include stocking samples, inputting fleet data in oil sample online database, packaging and sending oil samples to the lab.	D	13%
5. Perform weekly cyclical inventory counts physically inventorying all parts. To include a minimum of one complete inventory count annually.	W	10%
6. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of (2) years of experience in materials management practices and computer skills.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Current forklift operator certification.
- CPR certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel between district facilities within the required timeline.
- Problem solving skills.
- Organization skills.
- Basic math, accounting, budget, tabulation and reconciliation skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers and peripherals and loading equipment (e.g., forklift, pallet jack) preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Fleet Manager	050503

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

- Responsible for addressing complaints and resolving problems for employees related to parts and supplies.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Utilizes P-card to obtain various parts, supplies and equipment. Reconcile p-card purchases and refunds. Process requisitions in the district financial system and submit invoices to AP.
- Attend budget meetings to review current spending as well as fiscal forecast working within prescribed budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds			X	
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	