

Parts Room Manager - Transportation

Job Title: Parts Room Manager

Exemption Status/Test: Nonexempt

Reports to: Director of Transportation

Date Revised: November 2017

Dept./School: Transportation

Pay Grade: 3402 **Calendar Days:** 256

Appointed By: The Superintendent of Schools

Primary Purpose:

Maintain accurate inventory of all shop parts and equipment, tracking all purchases of shop parts, and tracking the use of shop parts for work orders. Record through data entry the purchase and usage of all shop parts into the fleet management software.

Qualifications:

Education/Certification:

High School Diploma or GED

Some college or technical school preferred

Possess or obtain within 90 days of employment a Class B commercial driver's license with passenger (P) and school bus (S) endorsements

Possess the certification or complete the School Bus Driver Training Certification Course within 180 days of employment

Possess or acquire immediately a Medical Examiner's Certificate for commercial driver medical certification

Possess or acquire a clear to drive from Aldine ISD's Training Academy within 90 days of employment

Pass Department of Transportation pre-employment drug and alcohol test

Be eligible for coverage under the district's vehicle insurance program

Special Knowledge/Skills:

Ability to identify vehicle components and parts

Ability to read and interpret documents such as safety rules and operating and maintenance instructions

Ability to work effectively both as a team and independently with minimal supervision

Effective organizational, communication, and interpersonal skills

Ability to input data into and maintain accurate records in the department's maintenance software

Experience:

Some purchasing and/or inventory experience preferred

Major Responsibilities and Duties:

1. Update fleet management software with new inventory and stock purchases.
2. Input accurate records of time and materials into the fleet maintenance software.
3. Prepare accurate weekly inventory reports and formal monthly reports for Transportation administration.
4. Maintain accurate vehicle maintenance records.

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5. Produce reports including, but not limited to, monthly spending per vendor, monthly spending, quarterly spending, and labor and cost per vehicle per year.
6. Enter all part purchases into fleet management software.
7. Maintain accuracy of part numbers, bin locations, and quantities.
8. Assign and close out work orders; assign parts to work orders.
9. Conduct an accurate monthly inventory.
10. Track reordering points and consumption parts.
11. Communicate checks and balances effectively with department bookkeeper.
12. Maintain a secure parts room.

Safety

13. Follow established safety procedures and techniques to perform job duties.
14. Ensure that the shop, equipment, and tools are kept in safe operating condition.
15. Correct and report all unsafe acts and conditions in the work area to an administrator immediately.

Other

16. Follow District and Transportation Department policies and procedures.
17. Attend staff development and safety meetings.
18. Perform other duties as assigned.

Supervisory Responsibilities:

Direct the work of the Parts Room Assistant.

Evaluation:

The Parts Room Manager's evaluation is a responsibility resting with the Director of Transportation. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including desk top-computer and peripherals; scanner, and barcode printer; busses, delivery vehicles and white fleet

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions including frequent keyboarding and use of mouse; frequent walking, climbing ladders and stairs, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Daily and frequent light lifting and carrying (less than 15 pounds)

Environment: Work inside or outside, on slippery or uneven walking surfaces, frequent exposure to sun, heat, and cold temperatures, dust, noise and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

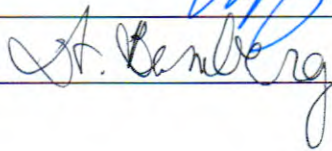
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date



11/30/12