

Transportation: Parts Manager

<u>Reports to:</u>	Director for Transportation
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Operations Manager I - 58
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Graduation from high school**
 - **Three to five years of experience and training in accounting, bookkeeping, and vehicle parts**
 - **Skilled in Microsoft Word, Excel, PowerPoint, and preferably BSIP (SAP) to identify and locate parts**

Essential Job Functions:

- Verifies accuracy of all daily written charges; maintains summary of charges for vehicles serviced by the bus garage
- Summarizes and balances labor and parts charges from TD-18 on a daily basis using BSIP software
- Enters data from fuel sheets, work orders, labor and parts into the SVFMS
- Checks materials received against invoices to verify price and quantity accuracy
- Reads meters from on-site fuel dispensing system to assess daily fuel consumption
- Distributes parts to mechanics and charges TD-18 repair work orders
- Returns parts to vendors for warranty claims and credits
- Assists in general daily transportation office functions
- Receives parts orders and fuel shipments from vendors; verifies quantities; prepares orders from vendors for delivery and restocks inventory
- Files equipment repair and parts sheets, parts purchase records, records of other parts, school bus log records, and inspection records
- Monitors parts usage and inventory needs; identifies appropriate vendors by using state contracts, bids and local availability
- Calculates costs and enters data into SVFMS
- Oversees monthly and annual physical count of the entire warehouse inventory; analyzes parts overage or shortage conditions and develops corrective actions as needed to rectify shortcomings
- Prepares the Annual Report (TD-1) of inventory accuracy and costs to be submitted to the State
- Closes out purchase orders and maintains records of all open purchase orders
- Maintains an orderly inventory warehouse
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions.
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts
- operate machines, motor vehicles, hand tools, and job specific equipment and tools determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may be require specialized personal protective equipment
- understand and follow oral and written instructions