



# Gaston County Schools

## Transportation Parts/Inventory/Logistics Specialist

### Definition

An employee in this class will be responsible for managing parts, purchasing, and inventory functions for the school system fleet. The employee is also responsible for tracking purchase orders.

### Duties and Responsibilities

- To process daily work orders for vehicle repairs
- To work with Shop Foreman to assure adequate stocking of repair parts and requisition purchase orders for parts and other supplies, as needed
- To receive parts, label, stock, and enter into Business Systems Information Portal (BSIP) online inventory system
- To research, identify, locate, and issue parts
- To examine all invoices associated with transportation purchasing to ensure accuracy and payment from appropriate account
- To retrieve appropriate parts for preventive maintenance and repairs
- To maintain a daily record of all costs incurred, e.g., fuel, oil, supplies, parts, and labor on each individual vehicle serviced by the Bus Garage
- To prepare billings for the service and repair of vehicles
- To maintain all vehicle accident reports with insurance information and file with the NC Attorney General's Office
- To maintain necessary office supplies for the operation of the Transportation Department
- To return parts to vendors for warranty repair or credit, as needed
- To monitor and respond to communications from school buses and bus garage
- To order bulk fuel and monitor fuel usage and reserves through Fuel Master
- To maintain Material Safety Data Sheet (MSDS) book ensuring it is up-to-date with inventory items
- To prepare yearly inventory audit
- To maintain mileage and service records on all school buses and other vehicles as required
- To process necessary paperwork for tags, tax, and title fees on all new vehicles acquired by the school system
- Assist in the preparation and submission of various NC Department of Public Instruction (DPI) reports that include, but are not limited to, the following:
  1. TD-1 Annual Data Report (due annually August 1)
  2. TD-2 School Bus Passenger Report/Bus Summary (annually October 15)
  3. TD-2R Bus Driver Salary and Route Times Report (annually October 15)
  4. TD-24 Contract Transportation Report (annually October 15)
- Complete monthly TD-19 Report (amount to be refunded to state public school fund from local funds)
- Ability to operate wrecker and tow school system vehicles
- To perform other tasks as directed by the Director of Transportation

### Knowledge, Skills and Abilities

- Ability to operate a truck in a safe and efficient manner.



# Gaston County Schools

## Transportation Parts/Inventory/Logistics Specialist

- Ability to understand and follow rules and regulations regarding the operation of motor vehicles.
- Ability to communicate effectively in oral or written forms.
- Ability to develop and maintain effective working relationships with school officials, school personnel, co-workers, and the general public, as required.
- Ability to maintain and repair bus camera system equipment, as needed, and according to manufacturer's manual.
- Ability to determine the accuracy and thoroughness of work.
- Knowledge of a variety of measuring devices.
- Ability to operate machines, motor vehicles, hand tools and job specific equipment and tools.
- Knowledge of standard purchasing procedures and practices
- Strong organizational skills
- Knowledge of inventory methods and record keeping
- Is aware of and understands pertinent OSHA requirements

### Physical Requirements

- Must be physically able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing, and repetitive motions.
- Must be able to exert up to 100 pounds of force occasionally with the ability to lift 50+ lbs. of material repeatedly on a daily basis
- Ability to work with and around hazardous materials such as automotive batteries, automotive transmission fluid, anti-freeze, etc.
- Must possess the visual acuity to determine depth perception and color perception and the accuracy, neatness, or thoroughness of work assigned.
- Work is subject to inside and outside environmental conditions, extreme temperatures, noise, hazards associated with maintenance and equipment operations, gases, oils, and fumes.

### Minimum Training and Experience

- Graduation from high school and two (2) years progressive job experience in repair parts and inventory management, or an equivalent combination of education and experience.
- Knowledge of the State BSIP system is very desirable
- Ability to work independently without close supervision and show much initiative and judgment in prioritizing and organizing work assignments to meet established deadlines.
- Proficient knowledge of vehicle maintenance and repair including parts recognition and utilization
- Proficient operation of personal computers and word processing databases, spreadsheets and AS400
- Working knowledge of Microsoft Office Products, email, scanner, printer, fax, and copier.
- Must have excellent driving record.
- Must possess a Class-A Commercial Driver's License (CDL) with P-passenger, S-school bus, and N-tanker endorsements, or obtain within ninety (90) days.



# Gaston County Schools

## Transportation Parts/Inventory/Logistics Specialist

**Reports to:** Director of Transportation

**Classification:** Non-Exempt

**Salary:** Entry Level Grade 62, Step 00

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.***

\*\*\*\*\*

**HOW TO APPLY:** Outside Applicants:

Visit Gaston County Schools website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

**The following documents must be uploaded to online application:**

- Updated résumé
- Three completed current Reference Surveys (from non Gaston County Schools employees) in Applitrack application or three written letter of recommendation or a combination of the two

**Qualified inside and outside applicants should mail or email letter of interest and résumé to:**

Miles Braswell, Director  
Transportation Department  
945 Osceola Street  
Gastonia NC 28054  
Email: [mbraswell@gaston.k12.nc.us](mailto:mbraswell@gaston.k12.nc.us)