



ASSISTANT, INVENTORY

Rev. July 2025

Job No.: 5210

Reports to: Senior Director, Transportation

Dept./Campus: Transportation

FLSA Status: Non-exempt

Pay Grade: 502

Term: 242 Days

PRIMARY PURPOSE:

To maintain stock room for Transportation Department and purchase, stock, and maintain inventory of parts for repairing vehicles.

MAJOR RESPONSIBILITIES AND DUTIES

- Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Assists the shop supervisor with TCEQ, Railroad Commission and TERP reports, as well as fleet files, records and accident reports.
- Works with Fleet Vision / Versa Trans Maintenance software for data input for completed work orders.
- Assists in creating purchase orders for parts, vendors, and outsourced repairs by creating PO's.
- Maintain positive working relationships with vendors, technicians and all other employees in the department.
- Maintains fuel orders, fuel system testing and licensing.
- Keeps up with fuel monitoring equipment and reports generated.
- Assists with the ordering, receiving and inventory of parts used for maintenance of the fleet.
- Works cooperatively with purchasing departments to develop specifications, sources, availability, pricing, shipping, receiving of parts, equipment, and supplies needed for vehicle repair.
- Develops system to record and track receipt and issuance of parts and supplies.
- Verifies accuracy of shipments.
- Compiles and maintains file shop records.
- May need to serve as Bus Monitor when needed.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in inventory parts management or related area preferred.
- Experience in customer service preferred.

Knowledge/Skills/Abilities:

- Knowledge of auto parts and terminology; automated inventory systems and procedures and purchasing procedures.
- Skill in oral and written communication and customer service.
- Ability to manage multiple priorities and projects; use computer and application software; and use basic math skills.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Work with frequent interruptions.
- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within shop to perform maintenance work.
- Occasionally ascends/descends a ladder.
- Constantly positions self to be able to reach items on ground or above head.
- Frequent bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Work near or with moving mechanical equipment.
- Will be exposed to intermittent sounds of a loud nature.
- Must regularly lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.
- Maintain composure and professionalism at all times.