

**JOB PROFILE: Fleet Parts & Inventory Specialist**

Reports to: Director of Transportation

**Classification:** Garage Mechanics**Hours/Day:** 8 - Non-Exempt**Days/Year:** 260***Purpose/Summary***

A Fleet Parts & Inventory Specialist plays a critical role in student safety by ensuring that mechanics have the right parts at the right time. This role sits at the intersection of supply chain logistics and automotive maintenance. Responsible for the procurement, storage, and distribution of all parts and fluids required to keep our fleet of 100+ school buses and 100+ Facilities/Service Equipment in top operating condition.

***Essential Duties and Responsibilities***

- Maintain accurate stock levels of inventory including high-turnover items (filters, brakes, tires) using our Fleet Management Software.
- Negotiate with vendors to ensure the best pricing while adhering to district procurement policies and budgets
- Maintain a clean, labeled, and safe warehouse environment; perform monthly cycle counts and annual full-inventory audits.
- Ensure all hazardous materials (fuel, oil, coolant, batteries, etc.) are stored and disposed of according to District and EPA requirements.
- Track and process all part warranties to ensure the district receives appropriate credits and replacements.
- Monitor manufacturer recall notices and schedule the fleet for necessary safety updates.
- Coordinate with the Lead Mechanics to prioritize parts delivery for emergency repairs and preventative maintenance (PM) schedules.
- Establish a rigorous system for returning "cores" (recyclable parts like alternators or brake shoes) to vendors to ensure the district receives all financial credits.
- Monitor bulk fuel deliveries, track fuel island inventory, and ensure fuel additives (like DEF) are always in stock.
- Maintain a registry of high-value shop tools and diagnostic equipment (e.g., scanners, torque wrenches) to prevent loss or theft.
- Conduct an annual review to identify and purge parts for bus models no longer in the fleet, recovering costs through specialized liquidators or returns.
- Inspect all incoming shipments for damage and verify accuracy against packing slips before entering items into the system.
- Ability to read technical "exploded view" diagrams to identify correct part numbers for complex engine or body components.
- Use VIN-specific software to look up torque specs, fluid capacities, and part numbers for mechanics.
- Complete and review work orders for accuracy, ensuring all parts used and labor hours are recorded before "closing" the job in the system.

- Assist Lead Mechanics with coordinating the daily logistics of food service, moving and delivery, and fueling/detailing staff.
- Maintain a valid CDL to provide essential driving support for daily student transportation and extracurricular trips, assisting management in maintaining 100% route coverage.
- Other duties as assigned by Superintendent, Director of Transportation, or designee, or additional requirements due to new process, procedures, and/or laws.

### ***Education and/or Experience***

- High School diploma or equivalent
- Minimum 4 years' experience in related field

### ***Certifications, Licenses, Registrations***

- Valid PA driver's license required. CDL with P and S endorsements preferred – (training will be provided, if needed)
- UST Class A/B Operator
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

### ***Qualification Requirements***

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### ***Knowledge and Abilities***

*Automotive & Heavy-Duty Parts* - Deep understanding of diesel engine components, braking systems (air and hydraulic), suspension, and electrical systems specific to school buses (e.g., Blue Bird, Thomas, IC Bus).

*Inventory Control Principles* - Familiarity with concepts such as FIFO, cycle counting, safety stock levels, and "Just-in-Time" (JIT) procurement.

*Preventative Maintenance (PM) Awareness* - Knowledge of standard maintenance intervals to ensure parts are staged and available before a bus enters the shop.

*Regulatory Compliance* - Understanding of DOT and state-specific school bus safety equipment requirements (e.g., specialized lighting, stop arms, and fire suppression systems).

*Software Proficiency* - Experience using Fleet Management Information Systems (FMIS) such as Dossier, Operations Hero, or AssetWorks to track part usage and automate reordering.

*Vendor Management* - Ability to source high-quality parts, negotiate pricing, manage returns/cores, and maintain relationships with local and national suppliers.

Data Analysis - Ability to generate and interpret reports on inventory turnover, "dead stock," and cost-per-mile for specific vehicle components.

Logistics & Organization - Skill in designing and maintaining an ergonomic warehouse layout to maximize space and minimize retrieval time.

Math Skills - Knowledge of computational mathematics as it relates to budgets, projections, and trends. Ability to think creatively and develop ideas for reducing costs.

Technology Skills - The ability to apply best practice technology to create efficiencies, improvements, and enhanced outcomes. Demonstrated competency with large data bases and ability to manage confidential information. Ability to develop spreadsheets to manage and provide data as requested. Familiarity with online learning platforms and/or the ability to develop an online platform.

**Other Skills and Abilities**

- Organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to establish and maintain positive and effective working relationships with all internal and external stakeholders.
- Skill in working effectively in a team environment.
- Strong communications skills and ability to maintain diplomacy through problem-solving and creative thinking.
- Must be able to concentrate with numerous interruptions.
- Ability to perform duties with awareness of all District Policies.
- Maintain a valid CDL to provide essential driving support.

**Physical Demands**

When performing activities throughout the day, the Fleet Parts & Inventory Specialist may spend extended periods of time walking, standing, reaching, stooping, pulling, pushing, climbing stairs, exposure to potentially hazardous environments and sudden changes in surroundings.

Must be able to exert up to 100 pounds of force occasionally and/or 50 pounds of force as frequently as needed to move objects.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a Heavy Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up	Exerting over 100 lbs. occasionally, 50-100 lbs.

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frequently; sitting most of the time.	amounts constantly or requires walking or standing to a significant degree.	or requires frequent running or climbing.	to 10-20 lbs. constantly.	frequently or up to 20-50 lbs. constantly.
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<b>Work Environment</b>
The work environment will vary from potentially very loud situations such as the bus garage to more moderate situations such as small group, office, classrooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.
<b>Primary Work Location</b>

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

<b>Physical and Non-Physical Demands Key</b>				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

<b>Standing</b>	<b>F</b>	<b>Crawling</b>	<b>R</b>
<b>Sitting</b>	<b>F</b>	<b>Bending</b>	<b>F</b>
<b>Walking</b>	<b>F</b>	<b>Twisting</b>	<b>O</b>
<b>Lifting</b>	<b>F</b>	<b>Climbing</b>	<b>O</b>
<b>Carrying</b>	<b>F</b>	<b>Balancing</b>	<b>O</b>
<b>Pushing/Pulling</b>	<b>O</b>	<b>Vision</b>	<b>C</b>
<b>Reaching</b>	<b>F</b>	<b>Hearing</b>	<b>C</b>
<b>Handling</b>	<b>F</b>	<b>Talking</b>	<b>F</b>
<b>Fine Dexterity</b>	<b>F</b>	<b>Foot Controls</b>	<b>R</b>
<b>Kneeling</b>	<b>O</b>	<b>Teamwork</b>	<b>F</b>

<b>Crouching</b>	<b>O</b>	<b>Tedious or exacting work</b>	<b>C</b>
<b>Time Pressures</b>	<b>O</b>	<b>Noisy or distracting environment</b>	<b>F</b>
<b>Emergency Situations</b>	<b>O</b>	<b>Multi-Tasking</b>	<b>C</b>
<b>Frequent Change of Tasks</b>	<b>F</b>	<b>Multi-Building Travel</b>	<b>O</b>
<b>Irregular Work Schedule/Overtime</b>	<b>O</b>	<b>Other (Specify):</b>	

<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>	
<b>Director of Human Resources Signature</b>	
<b>Date of Approval</b>	5/7/2026