

JOB DESCRIPTION
Puyallup School District
Mechanic – Parts Specialist

Transportation Parts Specialist

Purpose Statement

The position of "Transportation Parts Specialist" is done for the purpose/s of to order and process parts and fuel for the Transportation Department and to maintain accurate inventory records of both. Duties also include engaging vendors on parts and service, processing parts requisitions from the mechanics, and the aid the Shop Supervisor and mechanics on shop/fleet related activities.

Essential Functions:

- **Represents** the Transportation Department as a purchase agent; advise in the generation of purchase orders for purchase of parts, fuel, and services as needed for the fleet and shop; coordinate with Purchase Manager on vendor price bids.
- **Orders, receives, and processes** parts and supplies; Performs on-line ordering; checks status on part and supply orders; verifies cost and discounts of parts, fuel, and services; verifies account codes and purchase orders on invoices; coordinates delivery of parts and fuel from vendors; drives transportation vehicle to pick-up parts and supplies.
- **Maintains and verifies** current inventory of parts and fuel; restocks inventory as needed; arranges return of process overstock and obsolete inventory to vendors or surplus; makes inventory adjustments as needed and file adjustment reports; conducts yearly inventory on parts and fuel.
- **Confirms** which parts and/or labor are under warranty; works with vendors on parts and labor warranties; validates warranty credit when received.
- **Discusses** products and parts comparisons with vendors; answers inquiries from vendors; gathers yearly price quotes from vendors; responsible for trouble shooting between transportation staff and vendors.
- **Processes** parts and supply requisitions from the mechanics; processes mechanics work orders; reviews all work orders processed for accuracy; assists mechanics when needed.
- **Assists** shop supervisor with shop and fleet activities; supports shop supervisor on daily activities; answers and respond to shop telephone; contacts vendors for services as needed; keeps records on files related to daily activities of the fleet, shop, and services.
- **Accommodates** a variety of needs for transportation drivers; coordinates efforts with dispatch and driver trainer when needed; answers questions and generates reports for related school district departments when requested.
- **Assists** in coordinating transportation parts and fuel audits; maintains account and budget records as assigned; verifies accuracy of records generated; generates the End of the Month/Period Report for Transportation Administration and Accounting Manager.
- **Attends** meetings with vendors and related professional organizations.

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Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Performs** related duties consistent with the scope and intent of the position.

Essential Job Requirements – Qualifications:**Skills, Knowledge and/or Abilities Required:**

- Skills in oral and written communications.
- Skill in operating general office machines.
- Skill in operating a computer and the ability to learn a variety of software programs.
- Skill in maintaining inventory records.
- Knowledge of purchasing procedures.
- Knowledge of general office procedures.
- Knowledge of correct grammar, spelling, and English usage.
- Knowledge of general bookkeeping procedures.
- Keyboarding and data entry skills.
- Knowledge of parts/warehouse operations.
- Ability to set up and maintain accurate filling systems.
- Ability to attend to detail and follow tasks through to completion.
- Ability to organize and set priorities.
- Ability to work effectively under pressure.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to purchase goods and services.
- Ability to establish and maintain working relationships with staff and vendors.

Education and Experience

Education Required: High School diploma or equivalent.

Experience Required: Education, training, skills, and experience necessary to conduct the assignment, including two (2) years of training in office/parts experience with detailed records maintenance. Parts and purchasing experience preferred.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Washington Driver's License and evidence of insurability, Valid First Aid/CPR Card; Criminal Justice Fingerprint Clearance, DOT Drug Testing Clearance, First Aid and CPR Certificate.

Other: Passing a preemployment physical exam is required upon hire and yearly thereafter. Must have driving record free of traffic violations and accidents.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Transportation Parts Specialist

Report Identification Code = psdtum

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	60%
Walking	30%
Sitting	10%
B. Lifting	F 75 lbs.
Carrying	F 50 lbs.
Pushing	F 60 lbs.
Pulling	F 100 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	O
KNEELING	O
CROUCHING	O
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:	
Ordinary	F
Other	NP

HEARING:	
Conversations	F
Other Sounds	C

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F

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Accommodation	F
Color Vision	NP
Field of Vision	NP

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are when changing tires, repairing engines (note that lifting/pushing/pulling may be up to or in excess of 100 lbs. for brief periods of time); climbing/balancing are ingress/egress from bus; stooping/crouching are lubricating engine; reaching/handling/fingering are under dashboard, under bus, tools, wiring, nuts, bulbs; talking/hearing are conversations, engine noises, air leaks; seeing are driving, repairs, wiring.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Transportation Parts Specialist

Report Identification Code = psdtum

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 1/3 Time

F = Frequently - From 1/3 to 2/3 Time

C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 90% Outside 10%

Comments Regarding "Inside/Outside work site location" = Working in garage

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID S

Comments Regarding "Wet and/or Humid Conditions" = Clean-up, maintenance

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION S

Comments Regarding "Noise" = Engines

Comments Regarding "Vibrations" = Impact wrench for tires

6. HAZARDS:

Mechanical F

Explosives NP

Electrical S

Radiant Energy NP

Burns O

Other Hazard/s S

Comments Regarding "Mechanical Hazards" = Engines

Comments Regarding "Electrical Hazards" = Wiring

Comments Regarding "Burn Hazards" = Hot engines, welding

Comments Regarding "Other Hazards" = Slipping on wet surfaces

7. ATMOSPHERIC CONDITIONS:

Fumes C

Mists NP

Odors C

Gases S

Dusts O

Poor Ventilation NP

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Other Atmospheric HazardsNP

Comments Regarding "Fume Exposure" = Diesel/gas engines

Comments Regarding "Odor Exposure" = Diesel/gas engines

Comments Regarding "Gases Exposure" = Shop area

Comments Regarding "Dust Exposure" = Dirt, dust in shop area

8. PROTECTIVE CLOTHING - DEVICES: Safety glasses, welding gloves, hood/shield, coveralls, steel toe boots
9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.