

required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

REPORTS TO Fleet Manager

GENERAL RESPONSIBILITIES

1. Supervises all sites for the efficient operation of the Transportation Parts Department by managing the stockroom and properly accounting for all parts, tools, and property of the School Board.
2. Ensures that all end of year state audit and monthly inventories at all sites are completed.

SPECIFIC RESPONSIBILITIES

1. Supervises receipt and issuance of all parts and supplies and the keeping of records and inventories, with the computerized data entry management program.
2. Supervises the ordering and maintaining an inventory of parts.
3. Supervises the receiving of orders of parts and equipment delivered to the Transportation Department, assuring that all orders are complete and correct.
4. Ensures that no part leaves the stockroom until it has been properly charged out on a work order or otherwise accounted for.
5. Accounts for special tools and equipment stored in the stockroom.
6. Notifies the manager of any vehicles being assigned a duplicate replacement part or parts within a short period of time.
7. Assumes responsibility for keeping stockrooms clean and orderly at all times and sees that the stockroom is locked when left unattended.
8. Keeps all unauthorized persons out of stockrooms.
9. Makes a periodic check of parts in all locations to confirm inventory counts .
10. Supervises employees and parts rooms at all transportation sites.

11. Supervises mechanics when the Service Foreman is not available.
12. Supervises warranty claims with vendors and manufacturers.
13. Consults with Service Foreman on recalls of vehicles in fleet.
14. Instructs personnel in the use of special tools, test equipment, air conditioning recovery systems and technical procedures.
15. Performs other duties as assigned.