

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Vehicle Parts Associate**Department:** Vehicle Maintenance

Grade G
H.P.D. 8
D.P.Y. 260

Job Description**Date Reviewed:** June 2023**Reports To:** Vehicle Maintenance Manager**Purpose of Job**

The purpose of this job is to perform Vehicle Parts Associate functions associated with overseeing the inventory of departmental tools, parts, and materials for all four shop locations. You will be responsible for running a profitable and efficient parts room by utilizing proper purchasing and procedures, inventory control, staff efficiencies, and pricing strategies for all four Vehicle Maintenance Shop locations. Duties and responsibilities include but are not limited to operating/maintaining computer systems and related equipment; organizing, monitoring, and maintaining departmental inventory; dispensing/receiving inventory items; monitoring inventory usage; communicating with vendors; answering the telephone and relaying messages; preparing documentation; keeping records; organizing and maintain all parts for the Vehicle Maintenance Department. Implement improvements in the Vehicle Maintenance Department. Packaging parts and accessories for shipment to appropriate destinations. Locates and ships parts from parts inventory at all four shop locations, including warranty returns to the factory or vendor. Labels and organizes all parts in the four vehicle shop parts rooms. Must be able to perform local parts deliveries and pick-up. Must have a personal desire for personal and professional growth. Expect to perform other duties as assigned by the Vehicle Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Strong decision-making abilities.

Professional appearance and communication skills.

Must be able to interact with co-workers and vendors positive professional manner.

Will respond to work requests from all Vehicle Maintenance Supervisors.

Responsible for ordering, labeling, and organizing all inventory to replace and restock the parts room inventory at all four shop locations.

Research and order all inventory for repairs needing obsolete or retrofit parts.

Distribute and deliver parts to all four Vehicle Maintenance shops.

Organizes inventory of departmental parts or other materials; designates placement of inventory items; performs physical inventory counts as needed.

Issues inventory items for use; receives new or returned inventory; tracks available inventory.

Assists the Vehicle Maintenance technicians with parts as required.

Maintains computerized inventory records (e.g., parts information, locations, etc.); monitors usage trends.

Needs to be able to inventory parts in the current software program for all four shop locations or be willing to learn the present software program.

Responsible for inventory for all four shop locations by initiating and maintaining communications with vendors concerning inventory matters (e.g., pricing, availability of parts, placement of orders, follow-up on orders, etc.).

Processes parts requested to be returned for credit or replacement.

Must maintain a clean, safe, and organized work area at all four Vehicle Maintenance shops in the parts rooms.

Answers the telephone; provides information; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Performs data entry by keying data into the computer system. Uses knowledge of various software programs to operate a computer efficiently and effectively.

Receives various documentation; reviews, processes, responds, forwards, maintains, or takes other action as appropriate about Vehicle Maintenance parts.

Researches discrepancies on orders or invoices (e.g., overages, shortages, duplicate deliveries, etc.) to correct errors or return damaged/incorrect items to vendors.

Responds to inquiries from various internal and external services to provide information or direction regarding the invoices, billing, status of deliveries, etc.

Supports department administration and staff as needed or assigned to maximize the workforce's efficiency and meet department and District requirements.

Must be forklift certified or willing to obtain forklift certification.

Must be able to correctly utilize the bus wash equipment or willing to learn how to use the bus wash equipment.

Must have or is willing to get a class B CDL with P and S endorsements to drive a CMCSS school bus as needed.

Must be able to adapt and safely drive various CMCSS vehicles such as trucks, vans, buses, and sport utility vehicles.

Performs local parts deliveries and pick-up

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A high school diploma (or equivalent) is required, with at least one year of inventory control experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job—having expertise and the ability to operate computers for data entry of all parts at Vehicle Maintenance's four shops. Maintaining a valid Class B driver's license with P and S endorsements is required.

Knowledge of Job

Has thorough knowledge of the policies, procedures, and activities of the School System and Vehicle Maintenance Department practices as they pertain to performing duties relating to the job of Parts Clerk. Has thorough knowledge of inventory control practices as necessary in completing daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the experience and effectiveness of specific department duties. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to departmental operations and activities. Can effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the department's activities. Can assemble information and make written reports and documents concisely, clearly, and effectively. Must have good organizational, human relations, and technical skills. The Vehicle Parts Associate must be able to use independent judgment and work with little direct supervision when necessary. Can comprehend, interpret, and apply regulations, procedures, and related information. Must have comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations and is knowledgeable and proficient with computers.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors,

students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;

- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date