



UNION JOB DESCRIPTION

**TITLE: Parts Specialist
Senior Parts Specialist**

DEFINITION:

Works with and coordinates inventory and control of all automotive, truck, and related parts in the Parts Room and secured parts storage area, under the direction of the Garage Manager or Shift Foreman.

DISTINGUISHING CHARACTERISTICS:

The Senior Parts Specialist is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

PARTS SPECIALIST BASIC RESPONSIBILITIES:

1. Ensures inventory and control of all automotive, truck, and related parts in the Parts Room and secured parts storage area.
2. Updates and maintains parts information, inventory documents, and parts control records.
3. Takes monthly inventory and does follow-up analysis.
4. Sets up experimental parts-related testing programs and maintains accurate records.
5. Assumes responsibility for vendor contact when replenishing parts supply, and for properly obtaining three competitive bids (whenever possible) when locating parts for emergency purchases.
6. Recommends increases or decreases of various items in parts stock.
7. Monitors status and controls of parts being rebuilt outside the PUD to ensure timeliness, quality and proper quantity.
8. Assumes responsibility for control over returned parts, cores, and core charges.
9. Disposes of obsolescence through an approved method.
10. Complies with all Garage safety rules, shop policies, and Federal and State laws.
11. Uses the Transportation Department vehicle master card system located on the IBM computer to perform daily updates.
12. Works to achieve the national average of 2% maximum discrepancy, or less, for Materials Management System parts inventory.
13. Quotes non-stock parts items such as: special vehicle repair parts, shop equipment/tools, steel, and outfitting items.
14. Ensures commercial mechanical repair work is bid in accordance with the Transportation Department Policy.

OTHER RESPONSIBILITIES:

1. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Material requisitions.
- Appropriate dollar levels for purchasing
- Transportation Department vehicle master card system located on the computer system.

- District's automated Materials Management System and bar code system.
- Transportation Department's "FleetTracker" computer system, parts module.
- Automotive trade.

Ability to:

- Use computer systems.

Education/Experience:

- One year previous parts experience in a garage, tire shop, service station, or the equivalent.

License, Certification and/or Testing:

- Possess a valid Washington State Commercial Drivers License (Class A).
- CPR First Aid card.

SENIOR PARTS SPECIALIST BASIC RESPONSIBILITIES:

1. The Senior Parts Specialist must be able to perform any of the Parts Specialist assignments as well as the "typical" work listed below. Minimum qualifications are in addition to those listed for the Parts Specialist.
2. Daily interfaces with Foremen and Supervisor to communicate shop needs and parts ordering progress for all shifts.
3. Schedules work flow around sick leave, vacation, etc.
4. Ensures District purchasing/quoting practices are followed by all shifts.
5. Ensures commercial mechanical repair work is bid in accordance with the Transportation Department Policy.
6. Maintains and monitors work schedule of Parts Room jobs, prioritizes, and communicates with manager. (New truck outfitting, Onan exhaust systems, delete/add shelf stock)
7. Ensures "major jobs" are ordered, reviewed for accuracy, and pre-staged in a timely manner for Shop work scheduling.
8. Sets up and schedules Parts Room Meetings to discuss objectives, goals, and direction for Parts Room.
9. Produces daily roster of all parts not available within days.

MINIMUM QUALIFICATIONS:

Ability to:

- Coordinate schedules.
- Prioritize jobs.

Education/Experience:

- Qualified Parts Specialist.
- Completion of:
 - Listening skills training.
 - Managing priorities training.
 - Customer service relations training.
 - Dealing with emotional behavior training.

License, Certification and/or Testing:

- * Successful completion of an interview process.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment.
- Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 120 lbs. on a daily basis.
- Must be able to work on varying shifts and long hours as storm and emergency conditions dictate.
- Subject to 24 hour call-out emergency conditions.