

Job Title: **Parts Resource Technician**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Work Year: **12 months**

Job Code: **1469**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G22**

SUMMARY: Responsible for ordering, maintaining and issuing parts room inventory for all transportation vehicles, white fleet vehicles, small motors and seasonal equipment and keeping records of all purchases and inventory in the current software system. Daily communication with mechanics, drivers, buyers, other district staff and vendors.

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

Job Tasks Descriptions	Frequency	% of Time
1. Order and issue parts, materials, and safety supplies, receive orders and assist in barcoding items received for identification purposes. Manage accurate parts and supply room inventory and usage records within the current software system. Maintain a clean and organized parts room. Prepare materials, parts and goods for shipment.	D	55%
2. Load and unload inventory onto or from pallets, bins, racks and shelving to stock parts room inventory.	D	15%
3. Assist with periodic inventory cycle counts and/or physical inventories.	D	10%
4. Reconcile fleet procurement card transactions, maintain receipts and compile monthly reports for submittal to Finance.	D	5%
5. Communicate with vendors in regards to product information, pricing, order status and invoice requests. Assist buyer with bid specifications and requirements for materials requiring a formal bid process.	D	10%
6. Perform other duties as assigned. Including but not limited to ensuring MSDS records are kept current and available.	Ongoing	5%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 2 years of experience in materials management practices and computer skills.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving skills.
- Organization skills.
- Basic math, tabulation and reconciliation skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers and peripherals and loading equipment (e.g., forklift, pallet jack) preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transportation and Fleet Operations Director	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

- Responsible for addressing complaints and resolving problems for employees related to parts and materials.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for depositing refunds from vendors, procuring materials using purchasing card, processing voucher requests for vendor payments and managing petty cash.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	