

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Fleet Garage Parts Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OSS
REVISED:	December 9, 2008		

BASIC FUNCTION:

Plan, develop, coordinate, order, and monitor the purchase and delivery of parts and supplies for district school buses, trucks, cars and rolling stock equipment; maintain inventory and repair records; and lead the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform administrative detail related to the purchase and delivery of parts, stock, and non-stock items; review vendor cost estimates, price lists, and contracts. **E**

Contact suppliers to obtain the best prices. **E**

Initiate complex requisitions with explicit ordering specifications. **E**

Submit, track and monitor budget forecasts and allocations pertaining to and including requisitions. **E**

Maintain parts catalogs, order parts, track, and monitor purchase orders under district purchasing guidelines. **E**

Contact manufacturers, vendors, and suppliers as needed regarding service, delivery, and new products. **E**

Order hand tools, materials, and supplies for the fleet garage. **E**

Receive incoming orders and stores material. **E**

Operate gas or electric forklift, hydraulic pallet lift, and power and hand tools. **E**

Maintain warranty records and return defective items. **E**

Perform per-vehicle cost breakdown of repair jobs. **E**

Prepare job cost material and adjustment forms. **E**

Operate a computer to enter data and extract a variety of data. **E**

Organize and maintain a variety of lists, control records, logs, forms, data sheets, requisitions, purchase orders and other related documents. **E**

Lead the work of others assigned to the parts storeroom. **E**

May pick up and deliver parts for fleet vehicles.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of full-time, paid experience in auto/truck parts sales and/or procurement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.
Forklift operator certification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity buying techniques and regulations.
Bus and truck parts and sources of supply.
Reading and writing English communication skills.

ABILITY TO:

Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain cost and other records.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office and garage environment.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.