POSITION DESCRIPTION

TITLE: Fleet Parts Specialist
LOCATION: Transportation
REPORTS TO: Director of Transportation
DEPARTMENT: Transportation

SUMMARY STATEMENT:
Under the supervision of the Director of Transportation and the Lead Mechanic(s), the Fleet Parts Specialist will administer the operation of the parts department and parts inventory.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, vendors, and the general public.
2. Maintain computerized parts inventory system, stock organization system, records, and cost analysis.
3. Operate computer software applications for parts organization, vendor communication and record keeping as needed.
4. Prepare parts utilization reports to maintain appropriate stock levels.
5. Fleet parts ordering through vendor communication and ordering processes as needed.
6. Review vendor purchase orders, verifying costs and vendor compliance with parts purchased.
7. Receiving, verifying and stocking parts and shop supply deliveries.
8. Organize and administer inventory counts and reconciliation as needed.
9. Receive parts requests and issue parts to mechanics as needed.
10. Assist in the acquisition and evaluation of fleet parts specifications and bidding.
11. Repair and replace seats on fleet vehicles.
12. Assist in performing fleet safety inspections and preventative maintenance as needed.
13. Clean and organize the shop, parts room, and other maintenance facilities.
14. Complete vehicle maintenance forms, records, work orders, and stock records with regards to parts.

OTHER RESPONSIBILITIES:
1. May be required to drive bus on occasion.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)  Hearing (66-100%)  Speaking (66-100%)
Writing (33-66%)  Standing (66-100%)  Bending/Stooping (66-100%)
Acceptable Attendance  Pushing/Pulling (33-66%)  Exposure to chemicals, fumes, noise and dust.
Lifting/Carrying  Use of hands and/or arms for repetitive motion (66-100%)
Up to 75 lbs individually; Over 75 lbs with assistance (66-100%)

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (33-66%)
Constant Interruptions (66-100%)  Multiple Concurrent Tasks (66-100%)  Problem Solving (66-100%)
Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Telephone, computer, hand truck, pallet jack, forklift, hoists, jacks, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum three (3) years’ experience in automotive/truck/bus parts warehousing including researching, ordering, receiving, organizing, storing and issuing a wide variety of automotive, truck and school bus parts.
2. Automotive/Truck/Bus maintenance and repair experience.
3. Demonstrated ability to communicate effectively.
4. Demonstrated organization, administration and leadership skills.
5. Demonstrated ability to operate the tools and equipment as listed above.
6. Demonstrated ability carry out verbal and other written instructions.
7. Demonstrated ability to problem solve.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
9. Must possess or must be able to obtain a valid Washington State Commercial Driver’s License (CDL), Class B minimum, with passenger endorsement.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td></td>
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260 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

NEW
Revised Date: 06/12/2019
Classification: Mechanics
Class: Fleet Parts Specialist
Display on Web? Yes

Fleet Parts Specialist