

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: PARTS CLERK TRANSPORTATION DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs bookkeeping and clerical work in the procurement of parts for the Transportation Department. Work involves delivering parts to route mechanics that are performing repairs at the bus parking location; meeting with parts vendors to identify and obtain vehicle parts; and issuing parts to shop mechanics. Employee is also responsible for receiving parts and fuel orders and verifying quantities received; assisting in maintaining inventories on all service vehicles; and assisting in maintaining inventories of oil and oil filters issued to fuel truck drivers. Reports to the Parts Foreman.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Delivers parts to route mechanics who are performing repairs at schools or at breakdown sites.

Meets with parts vendors to identify and obtain vehicle parts.

Issues parts to shop mechanics and charges to TD-18 repair work orders.

Receives parts orders and fuel shipments from vendors and verifies quantities; restocks inventory.

Assists in maintaining inventories on all service vehicles.

Assists in maintaining records of oil and oil filters issued to fuel truck drivers.

Assists in preparation of annual physical inventory for the NC State Board of Education.

Assists in maintaining inventory of shop tools; issues tools to shop personnel.

Researches, identifies, and locates needed vehicle parts by using the SVFMS NC Department of Transportation computer and automotive repair parts manuals; verifies accuracy of inventory.

Maintain certification for and operates the forklift as required to off-load and store bulky,

## **PARTS CLERK**

packaged supplies and parts such as tires, engine assemblies and transmissions.

### **ADDITIONAL JOB FUNCTIONS**

Must have clean driving record and be able to follow directions to various sites around the county.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school with 1 to 2 years of experience or training in automotive parts and medium duty truck inventory procurement, preferably with some experience in computers; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 50 pounds of force occasionally and/or 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

## **PARTS CLERK**

**Language Ability:** Requires the ability to read a variety of records, reports, invoices, requisitions, correspondence, forms, catalogs, purchase orders, etc. Requires the ability to prepare purchase orders, purchase requisitions, reports, bid summaries, inventory lists, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**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). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of standard purchasing procedures and practices.

## **PARTS CLERK**

General knowledge of arithmetic and its uses in purchasing and general inventory work.

General knowledge of modern office practices and procedures.

General knowledge of vehicle parts.

Some knowledge of the principles and methods of inventory control and record keeping.

Some knowledge of data entry and retrieval using a computer terminal.

Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.