

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

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

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs accounting and supervisory work in the procurement of parts for the School System Transportation Department. Primary job task is to maintain a perpetual, automated inventory of all parts, tires, fuel and supplies to meet the variable demands of the transportation and maintenance department vehicles including school buses, service trucks, vans, and specialized vehicles; following required procedures to procure parts for immediate use and for back-up stock in the parts warehouse; receive and verify deliveries of parts, fuel, etc. Employee is also responsible for using the NC Department of Transportation computer to research, identify and locate all needed parts; monitors parts usage and reviews inventory needs; identifies appropriate vendors using state contracting records. Reports to the Vehicle Maintenance Supervisor. Supervises a parts procurement specialist and a parts clerk.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Maintains an automated, perpetual, dynamic state-of-the-art inventory of repair parts, tires, fuel, and shop supplies to service a fleet of more than 1200 vehicles.

Monitors parts/tires/fuel usage to ensure consumption is recorded so that realistic stock levels can be established to prevent vehicles from being “parked” awaiting receipt of repair parts/tires/fuel. Pays close attention to re-order levels, especially for high consumption items.

Follows prescribed purchasing procedures and federal/state laws to ensure procurement of federal motor vehicle specification parts. Inputs part requisitions and generates purchase orders through the Sartox Production system.

Research, identify and locate needed vehicle parts through use of the NC Department of Transportation computer system and the various manufactures repair parts manuals.

Identifies appropriate vendors to secure vehicle parts through the NC Dept. of Purchasing and Contracting web page on the Internet. Then assigns vendor codes to Sartox Production system.

Verifies parts, fuel, tires, etc. received. Examines all invoices for accuracy before approving and submitting to accounts payable for payment.

Initiates open purchase orders for urgently needed parts which are procured locally. Maintains a log reflecting part purchases as they occur against each purchase order to assure accuracy of all invoices and that the part is charged to the vehicle for which the parts purchased.

## **PARTS FOREMAN**

Works closely with the Guilford County Schools Purchasing Department and Finance Department Accounts Payable Office in the procurement of parts and to reconcile problems with invoices.

Establishes the warehouse and item location plan to ensure availability of parts upon mechanic demand.

Identifies excess and/or outdated parts and equipment and offers them for redistribution or surplus resale.

Reviews all TD-18 repair and parts orders to ensure all parts used are accounted for and to verify daily summary of charges to each individual vehicle.

Coordinates with Cost Clerk II to maintain accurate records, by vehicle, of all parts, fuel, tires, batteries, oil, antifreeze and supplies used in the maintenance of over 1200 vehicles. Data input through this process is the basis for LEA reimbursement to NCDPI.

Coordinates with the Vehicle Maintenance Supervisor, Shop Foreman, Route Foreman and Night Shift Supervisor to ensure parts are available to service vehicles at their scheduled interval maintenance to assure the vehicle is out of service a minimal amount of time. This process is especially critical for yellow school buses.

Maintains inventory of all required OSHA mandated safety equipment such as fire extinguishers and body fluid clean-up kits for school bus as well as for garage operation.

Develops and maintains an accurate inventory of fast-moving, site replacement parts on 21 service trucks. Conducts inventory/verifies inventory requirements on an annual basis.

Conducts an annual physical count of the entire warehouse inventory. Analyzes parts overage or shortage conditions and develops corrective actions to eliminate same. Prepares the report of inventory accuracy and inventory cost for submission to the State Board of Education.

Hires, trains, directs, supervises, and evaluate assigned Parts Department staff.

Writes specifications, receives quotes and generates purchase orders for specialized shop equipment and supporting supplies.

Monitors fuel usage daily to assure on-hand fuel inventory is sufficient to meet school bus, maintenance vehicle, service truck, administrative vehicle and activity bus needs.

Interview and select vendors to perform sublet repairs and assure that no FMVSS safety guidelines are violated.

## **PARTS FOREMAN**

Manages the school bus warranty replacement program. Ensures defective parts installed on school buses and any inventory spares are replaced as directed by manufacturer recalls. Follow up to assure credit has been received.

Utilizing empirical data, current inventory on hand, and taking into consideration the receipt of new, state-of-the-art school buses and support equipment, prepares the budget request for parts, tires, fuel and shop and specialty equipment and submits to the Service Manager.

Maintain certification for and operates the forklift as required to off-load and store bulky, packaged supplies and parts such as tires, engine assemblies and transmissions.

Performs other related duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE:**

High school diploma or equivalent and ten or more year's experience in automotive parts inventory, procurement, control, and management. Must possess the knowledge, skills, and abilities to perform all the above duties. These criteria include knowledge of inventory acquisition and warehousing techniques, economic order quantity stock leveling techniques, accounting, Internet use, some manual bookkeeping and an extensive knowledge of automotive and medium duty trucks repair parts listings and their use.

### **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 typewriters, calculators, computers, copiers, postage machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**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.

## **PARTS FOREMAN**

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

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

**Intelligence:** Requires the ability to apply principles of rational systems and processes to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 a variety of technical and professional languages, including purchasing and marketing terminology.

**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 minimal levels of 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**

Considerable knowledge of standard purchasing procedures and practices.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for Transportation Department equipment, fuel and tires.

## **PARTS FOREMAN**

Considerable knowledge of inventory acquisition, warehousing and economic order quantity stock leveling techniques.

General knowledge of office practices and procedures.

General knowledge of modern computer operations and software utilized to maintain records of supplies and materials purchased.

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

Ability to summarize, compile and tabulate narrative and numerical material.

Ability to analyze and record information and to balance figures.

Ability to be resourceful in gathering and giving departmental information.

Ability to answer most inquiries and questions concerning purchasing independently.

Ability to express ideas 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.