

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PARTS PROCUREMENT SPECIALIST TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs bookkeeping and accounting work in the procurement of parts for the School System Transportation Department. Work involves using the SVFMS NC Department of Transportation computer to identify and locate needed parts; issuing parts to shop mechanics; closing out purchase orders each month; and maintaining records of all open purchase orders. Employee is also responsible for receiving parts orders and fuel shipments from vendors; tracking purchase orders to verify charges to appropriate vehicles; and verifying the accuracy of the daily summary of charges to individual vehicles. Reports to the Parts Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Verifies accuracy of inventory.

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

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

Closes out all purchase orders each month; makes a duplicate for shop records; sends originals to accounts payable.

Maintains current status of all open purchase orders to assure intended purchases do not exceed the maximum limit.

Receives parts orders and fuel shipments from vendors; verifies quantities; prepares orders from vendors for delivery to route mechanics at breakdowns and school parking sites; restocks inventory.

Input material received stock into the SVFMS N.C. Department of Transportation computer SAP / BSIP program.

Create ticket orders for processing parts and labor into the SVFMS N.C. Department of Transportation computer SAP / BSIP program.

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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.

Tracks all purchase orders to verify charges to appropriate vehicles.

Verifies accuracy of daily summary of charges to individual vehicles; verifies that all purchase orders are assigned to the proper state account.

Obtains emergency purchase order approval from contract administration by telephone for vendors who are not on open purchase orders.

Monitors parts usage and inventory needs; identifies appropriate vendors by using state contract internet website, bids, and local availability.

Assist with the annual physical count of the entire warehouse inventory.

Assists in maintaining inventories on service vehicles.

Maintains records of oil and oil filters issued to fuel truck drivers.

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

Records codes for mechanic labor on TD-18 work order for subsequent computer data entry.

ADDITIONAL JOB FUNCTIONS

Assists shop mechanics with identifying needed parts.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with 3 to 5 years of experience or training in automotive equipment repair and maintenance and parts inventory procurement, control and management, preferably with 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

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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.

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.

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.

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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.

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

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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.