

<b>Job Title:</b>	Auto Parts Specialist	<b>Wage/Hour Status</b>	Hourly
<b>Reports to:</b>	Fleet Coordinator	<b>Pay Grade:</b>	TR4
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	August 11, 2023

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**Primary Purpose**

Provide support in daily planning, organizing, coordinating, and preparing of specifications for procurement of auto parts for District owned vehicles.

**Qualifications**

**Education/Certification**

High School Diploma/GED

Valid Driver's License

Ability to operate forklift and obtain certification within the first 90 days

**Special Knowledge/Skills**

- Ability to operate personal computer
- Ability to perform basic arithmetic
- Familiarity with automotive, small equipment and heavy-duty vehicle parts
- Knowledge of computerized ordering, purchasing and distribution procedures
- Strong communication and interpersonal skills
- Ability to operate a light truck

**Experience**

Two (2) years' experience with auto parts inventory, including purchasing

**Major Responsibilities and Duties**

1. Coordinate with Assistant Director and/or Service Writer /Supervisor on all auto shop equipment, supplies and auto parts purchases.
2. Identify and source supplies and parts for District owned vehicles.
3. Solicit and analyze quotation for best source of supply.
4. Prepare and process purchase requisitions.
5. Provide assistance regarding all purchasing processes.
6. Review requisitions for appropriateness and accuracy.
7. Maintain files of quotes, and inventories of items purchased, received, and issued.
8. Maintain continuous communication with staff and vendors.
9. Pick up parts from vendors and make deliveries to transportation locations.
10. Compile and maintain records, reports, and other documents as required.
11. Stock shelves.
12. Perform duties in accordance with state purchasing laws and district policy.
13. Keep abreast of market conditions and product knowledge.
14. Follow established safety procedures and techniques to perform job duties.
15. Maintain accurate inventory and reconciles with fleet management software.
16. Maintain parts inventory organized and properly labeled.
17. Ensure parts with warranty are exchanged and records are maintained.
18. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computer, ladder, dolly, pallet jack, and small hand tools.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside; works around machinery with moving parts; works around moving objects or vehicles; exposure to heat and humidity. Must be able to lift 45 pounds or more.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.