

Job Title:	Material Parts Specialist	Wage/Hour Status:	Hourly
Reports to:	Office Manager	Pay Grade:	404
Dept/School:	Maintenance Buildings & Grounds	Date Revised:	August 6, 2019

Primary Purpose

Support the Maintenance Department in material acquisition processes by providing the best cost and quality, within the timelines needed for increased maintenance efficiency and production uptime.

Qualifications

Education/Certification

High school diploma/GED
Valid Texas Driver's License

Special Knowledge/Skills

- Ability to operate a personal computer
- Strong communication and interpersonal skills.
- Knowledge of parts in the related field
- Ability to perform basic arithmetic
- Ability to work within very tight timelines and must be able to multitask.
- Strong skills researching via internet, manufacturer's manuals, etc.
- Ability to deal effectively with vendor representatives.

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Collaborate and provide assistance to Maintenance Regional Foremen, Supervisors and Technicians regarding materials acquisition processes, source availability, and best source of supply.
2. Responsible for acquiring materials and documents to fulfill requests for purchases, and review price quotations for accuracy.
3. Solicit price quotations with District vendors through informal quotations via fax, internet, or phone.
4. Process warehouse parts requisitions.
5. Provide assistance with purchasing processes to Maintenance clerical staff.
6. Maintain files of quotes received and issued.
7. Maintain continuous communication with staff and vendors.
8. Assist and coordinate with clerical staff with evaluating District vendors on delivery timelines.
9. Perform duties in accordance with state purchasing laws and District policy.
10. Keep accurate records of inventory for assigned departments and Regions.
11. Compile and maintain records, reports, and other documents, as required.
12. Keep abreast of market conditions and product knowledge.
13. Perform other assigned duties as assigned by Supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, fax, scanner, copier, calculator, light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Reading, prolong use of computer, work with frequent interruptions.

Terms of Employment

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

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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