

**TITLE:** Vehicle Parts and Inventory Specialist

**DEPARTMENT:** Finance and Operations  
Transportation

**REPORTS TO:** Director of Transportation and Shop Foreman

**POSITION SUMMARY:** Under the direction of the Director of Transportation and Shop Foreman, the Clerk will maintain parts inventory and accordant records and assist with vehicle maintenance and mechanic operations to ensure District vehicles are maintained in sound operating condition.

**ESSENTIAL FUNCTIONS:**

- Maintain an accurate parts inventory.
- Keep records, parts inventories, and related information current and accurate.
- Research replacement parts, compare prices, prepare purchase orders, and order parts with the approval of the shop foreman.
- Organize, maintain, and keep clean all parts of storage areas.
- Drive for parts pick-up and transport vehicles/buses for sublet repair.
- May be required to assist in mechanical repairs as needed
- Input vehicle- maintenance forms and records into District record-keeping system.
- Communicates changing bus needs to co-workers and shop foreman as needed and in a timely manner.
- Assists other mechanics as directed and required.
- Use all shop material, tools, and equipment safely and proficiently.
- Follows shop protocols and procedures as appropriate.
- Perform any other related duties, as required for major and minor fleet maintenance and operation, and as appropriately assigned by the Shop Foreman.
- Attend classes or trainings offered to update and maintain as current working knowledge as required.
- Use technology and precision tools to assist in the maintenance of the District vehicles or shop equipment
- Use technology to draft, prepare and process a variety of communication, forms, and other documents to assure proper completion of records.
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines and for the effective operation of the shop.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** High school graduate or G.E.D.

**EXPERIENCE:** Five (5) years parts experience in the automotive and/or heavy duty field. Technical college degree preferred. Two (2) years work experience as a journeyman mechanic in truck/bus field highly preferred.

Further the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to establish and maintain effective working relationships with other employees, other District staff and general public;
- Ability to use computer technology and software appropriately to complete the essential functions of the job; and
- Ability to lift fifty (50) pounds on a regular basis and heavier objects on occasion with assistance.

**REQUIRED TESTING:** Drug screening

**CERTIFICATES AND LICENSES:**

- Valid Washington State driver's license with a Department of Licensing five (5)-year abstract
- Hold a valid driver's license, Class "B" with CDL endorsement and air break restriction, or obtain within 3 months of hire
- Hold a current and valid first-aid card or obtain one within 3 months of hire.
- Verification of holding a current and valid Fitness Determination medical examiner's certificate (Part of the CDL endorsement)

**CONTINUING EDUCATION/TRAINING:** Maintains knowledge as current of OSPI guidelines, Federal and State regulations and ensures District buses are equipped according with SPI regulations.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** International Assoc. of Machinists and Aerospace Workers (IAM289)