



Job Title: Parts Specialist
Department: Maintenance
Reports to: Director of Maintenance
Subject to Collective Bargaining Agreement

FLSA Status: Non-Exempt
Prepared Date: 11/01/2017

Summary of Duties

Order, receive, distribute and maintain an inventory of spare and replacement parts, equipment and other supplies for use in the maintenance and repair of transit vehicles. Maintain preventative maintenance records and work orders. Under general supervision of the Director of Maintenance/Superintendent of Maintenance who provides general instruction on routine work, detailed instructions on new assignments.

Essential Duties

- Maintain an adequate, but not excessive, inventory of spare parts and shop supplies to facilitate the repair and maintenance of vehicles and property.
- Issue purchase orders and assign identifying number. Follow purchasing and ordering guidelines established by PTM of Boise and Valley Regional Transit, and federal authority to ensure competitive pricing, terms, etc.
- Read shop manuals to ascertain type and specification of part.
- Communicate with (via phone, mail, fax, email, etc.) vendors to order parts. Pick up ordered supplies/parts from local vendors as needed.
- Compare invoices against requisitions to verify price, quality and quantity of merchandise received and reconcile any discrepancies with vendor.
- Store purchased parts in storeroom bins and issue parts to workers as needed.
- Keep electronic records of parts received and issued, and inventory all parts in storeroom at least annually.
- Perform accurate inventory checks (cycle counts) of items on an on-going basis.
- Keep a record of and ensure that all parts cores are returned to vendor for credit.
- Account for and process all warranty claims parts to ensure proper credit from vendor.
- Process and submit freight claims as needed.
- Record repair time/labor expended by mechanics and parts utilized by mechanics using FleetNet.
- Keep the parts department clean, neat and safe.
- Schedule weekly preventative fleet maintenance using FleetNet software.
- Answer radio calls and notify appropriate maintenance personnel of road call situations.
- Maintain the physical security of inventory through work order process.
- Receive and ships parts and supplies.

- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and reports any unsafe work condition or practice to supervisor.
- Read and obtain a thorough knowledge and understanding of the Employee Handbook, Discipline Code, Collective Bargaining Agreement, Drug & Alcohol Policy and all other policies and procedures and abide by them in the performance of duties.
- Treat all vendors, ValleyRide and Valley Regional Transit employees in a respectful, professional manner.
- Coordinate with Accounting to maintain inventory and update process as needed
- Operate fork lift and assist with bus trades as necessary

Certificates, Licenses, Registrations

Possess a valid Class B CDL with airbrake and passenger endorsements. Satisfactorily pass an annual physical examination showing capability to perform essential duties. Satisfactorily pass a drug test as requested. This position is subject to the successful completion of a Criminal background check.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time;
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills

To perform this job successfully, an individual should have above average computer skills

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Teamwork Skills

Possess good teamwork skills and the ability to effectively communicate with all employees. Ability to work and get along well with others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work is typically performed in a shop, vehicle, or outdoors.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand, walk, push, pull, stoop, kneel, crouch, twist, or crawl and taste or smell. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This position description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

Manager of Operations & Planning - Boise Date	
Human Resources Date	

I hereby certify that I have read and understand my job description. In addition, I accept the responsibilities of this position and acknowledge that I have received a copy of my job description.

Employee's Signature Date	
Print - Employee's Last Name, First Name	

**TMAC is an Equal Opportunity/Affirmative Action Employer.
We actively promote a Drug-Free Workplace.**