



NEW:

07/01/2012

JOB TITLE:	LEAD PARTS WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8840
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Provides leadership to parts inventory workers. Provides efficient flow of materials to the garages including all parts material and supplies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for receipt, storage, and delivery of all warehoused items that fall under the responsibility of the Supply Services Unit
Keeps records of stock and advises when to order supplies
Schedules delivery of supplies to each cost center
Processes for payment, the necessary papers on items received
Possesses knowledge of the materials and their functions in the area to which assigned, E.G., automotive parts - familiar with parts for buses and other district vehicles
Assists maintenance warehouse supervisor in making job assignments
Provides leadership to parts inventory workers in filling, shipping, and stocking supplies
Assists in training parts inventory workers in computer operations
Operates CRT terminal to process receipts and withdrawals on a daily basis
Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Working knowledge of warehoused stock relative to garage areas
Three (3) years of automotive parts experience or equivalent
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of procurement and inventory systems and procedures
Knowledge of BICS procedures and coding systems
General knowledge of computerized inventory systems and printouts

Some knowledge or experience with CRT units (Cathode Ray Tube)