

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****PARTS MANAGER****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in inventory and property control.
- (3) Three (3) years experience in purchasing preferred.
- (4) Computer awareness.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of computers. Ability to use computers for maintaining fiscal records and perpetual inventory. Basic knowledge of mechanics. Ability to express oneself clearly and concisely, both orally and in writing.

REPORTS TO:

Supervisor of Transportation

JOB GOAL

To provide accurate accounting necessary to maintain a computerized perpetual inventory.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

PARTS MANAGER (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Maintain all inventory and property in compliance with all state and local policies and procedures.
- * (2) Assure integrity of all parts, lubricants and fuel to comply with manufacturer and local and state guidelines.
- * (3) Order and issue requisitions for purchase of parts and supplies.
- * (4) Verify and complete purchase order process and send to purchasing department for payment.
- * (5) Receive parts and verify invoices and enter into data processing center.
- * (6) Maintain all records necessary for documentation for state and federal audits.
- * (7) Initiate formal and informal bids for services and parts based on state law and School Board policy.

Employee Qualities / Responsibilities

- * (8) Demonstrate ability to work independently and as a team member.
- * (9) Demonstrate ability to interact with numerous maintenance personnel.
- * (10) Report to work punctually and regularly.
- * (11) Display appropriate work ethic.
- * (12) Follow all policies and procedures.

System Support

- * (13) Communicate well with Director of Transportation.
- * (14) Maintain a positive relationship with outside vendors.
- * (15) Represent the District in an appropriate manner.
- (16) Perform other duties as assigned.

*Essential Performance Responsibilities