

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: TRANSPORTATION SUPPORT
TITLE: VEHICLE INVENTORY PARTS COORDINATOR
CALENDAR: VEHICLE INVENTORY PARTS COORDINATOR
SALARY: GRADE 13

Job Goal:

Provide clerical support for the transportation maintenance department including answering telephones, assist in maintaining inventory of parts, supplies and materials necessary for the maintenance, upkeep and repair of District vehicles.

Minimum Qualifications:

- High school diploma or equivalent AND one (1) year of relevant, progressively responsible parts and supply procurement and/or inventory experience
- Satisfactory criminal background check
- Knowledge of the principles of procurement, receipt and maintenance of parts inventory practices
- Knowledge of the principles of computerized inventory and procurement procedures
- Knowledge of vendor sources, price trends and the grades and quantities of materials, supplies, equipment and parts
- Knowledge of the principles of bookkeeping, accounting and inventory control
- Skill in reading, understanding and applying relevant Federal, State, County and City statutes, rules, regulations, ordinances and codes including CUSD policies and procedures.
- Skill in maintaining inventory base of frequently used supplies, parts, tools and materials
- Skill in operating a personal computer utilizing a variety of software applications
- Successful driving record for the past two years
- Ability to successfully work with staff, vendors, administrators and the general public
- Ability to manage multiple projects or assignments
- Good communication, human relation skills and strong organizational skills
- Be able to lift and/or carry heavy, bulky supplies, materials and equipment weighing up to 50 pounds
- Be able to perform bending, stooping and ladder use
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Assist with maintaining and tracking inventory of parts, supplies and materials required and/or utilized in the maintenance and repair of CUSD transportation and support vehicles
- Work closely with the Fleet Supervisor in communication with mechanics and others to determine vehicle parts or equipment repair supplies and materials needed to complete work orders
- Assist with receiving, verifying and entering inventory orders into the computer database
- Assist with processing work orders and driver vehicle repair write-ups
- Enter information into computer databases
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Perform all duties in a safe and prudent manner as directed
- Follow district policies as outlined

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction

- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.