

TRANSPORTATION INVENTORY STOREKEEPER

DEFINITION

Under general supervision, to receive, inspect, and store a complete stock of automotive bus and other vehicle repair parts, tools, and equipment; to maintain inventory control and distribution of repair parts; to assist in the purchase of parts and equipment;.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Establishes and maintains vehicle repair parts, tools, and equipment inventory control records.
2. Performs data input of stocks, work orders, fuel log, vehicle inspection, and mileage records.
3. Compiles and summarizes parts information reports.
4. Contacts vendors to obtain price comparisons.
5. Initiates purchase requisitions.
6. Monitors and reviews fuel usage.
7. Establishes bus tire replacement schedule with vendors.
8. Assists mechanics with parts identification and replacement compatibility.
9. Picks up and delivers white fleet vehicles.
10. Assists in the maintenance of a clean, safe, and orderly work area.
11. Answers shop phone and relays information to mechanics.
12. Follows up on purchase requisitions.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and techniques or parts distribution, and inventory control systems; automotive and other vehicle parts, tools, and equipment; computer operation and use of software packages; record keeping methods and techniques.

Ability to:

Maintain accurate records; prepare clear and concise reports; establish priorities and; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; two years' experience in stock distribution and inventory control, preferably including experience in a vehicle parts department.

License/Certificate Requirement:

Possession of a valid California Driver's License and forklift operator's certificate.

Subject to mandatory pre-employment drug testing and random testing after appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a vehicle maintenance shop setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a vehicle maintenance shop setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.