

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Parts and Inventory Control Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0460	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 45 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	08-17-06
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform specialized inventory control duties; order, receive, stock, maintain, and issue parts and materials for district school buses and trucks according to established guidelines and procedures; drive to vendor locations to pick up and deliver parts and materials; perform a variety of related clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform specialized inventory control duties; evaluate need for parts and materials, stock, and non-stock items; review vendor cost estimates, price lists, and contracts; contact suppliers to obtain the best price; respond to requests, and locate parts. **E**

Order, receive, stock, maintain, and issue parts and materials for district school buses and trucks according to established guidelines and procedures; research parts catalogs and other sources to determine appropriate parts for specific applications. **E**

Contact manufacturers, vendors, and suppliers as needed regarding service, delivery, and new products; drive to vendor locations to pick up and deliver parts and materials; lift and carry heavy parts and supplies, and perform heavy physical labor. **E**

Conduct visual inspection of vehicles/buses to determine appropriate part, and relay information to vendor for procurement. **E**

Neutralize damaged vehicle batteries, and transport those hazardous materials to appropriate site; coordinate appointments for servicing district vehicles and removing hazardous wastes. **E**

Perform a variety of related clerical duties related to department activities; receive, sort, and file transportation documents and records according to predetermined classifications. **E**

Operate a computer, related software, and standard office equipment; prepare and maintain accurate records and reports related to inventory control and department costs; maintain warranty records, and return defective items. **E**

Communicate with department staff, vendors, and other outside agencies to exchange information and resolve issues or concerns; answer the telephone, and provide information as required. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of experience in automotive/truck parts sales and/or procurement.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license; provide proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Inventory control methods and practices.
- Bus and truck parts and sources of supply.
- Basic recordkeeping techniques.
- Basic math skills.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer, related software, and standard office equipment.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Operate a computer, related software, and standard office equipment.
- Maintain accurate records, inventory, and filing systems.
- Operate a vehicle, observing legal and defensive driving practices.
- Lift and carry heavy parts and supplies, and perform heavy physical labor according to safety regulations.
- Multi-task, plan, and organize work to meet schedules and timelines that are subject to constant change.
- Understand oral and written directions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, office, and garage environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate a computer keyboard; see to read and view a computer monitor; stand for extended periods of time; grasp, push, pull, lift, and carry heavy parts and supplies; bend at the waist, and reach overhead, above the shoulders, and horizontally.

SAMPLE HAZARDS:

Exposure to automotive fumes and odors, grease, oil, and chemicals; exposure to battery acid when neutralizing.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date