



**PTM of Boise
JOB DESCRIPTION**

Job Title: Parts Specialist

Department: Maintenance

Reports To: Superintendent of Maintenance/Director of Maintenance

Subject to Collective Bargaining Agreement

FLSA Status: Non-Exempt

Prepared Date: 12/18/2009

Amended Date: 01/03/2012

Summary

Order, receive, distribute and maintain an inventory of spare and replacement parts, equipment and other supplies for use in the maintenance and repair of transit vehicles. Maintain preventative maintenance records and work orders. Under general supervision of the Director of Maintenance/Superintendent of Maintenance who provides general instruction on routine work, detailed instructions on new assignments.

Essential Duties

- Maintain an adequate, but not excessive, inventory of spare parts and shop supplies to facilitate the repair and maintenance of vehicles and property.
- Issue purchase orders and assign identifying number. Follow purchasing and ordering guidelines established by PTM of Boise and Valley Regional Transit, and federal authority to ensure competitive pricing, terms, etc.
- Read shop manuals to ascertain type and specification of part.
- Communicate with (via phone, mail, fax, email, etc.) vendors to order parts. Pick up ordered supplies/parts from local vendors as needed.
- Compare invoices against requisitions to verify price, quality and quantity of merchandise received and reconcile any discrepancies with vendor.
- Store purchased parts in storeroom bins and issue parts to workers as needed.
- Keep electronic records of parts received and issued, and inventory all parts in storeroom at least annually.
- Perform accurate inventory checks (cycle counts) of items on an on-going basis.
- Keep a record of and ensure that all parts cores are returned to vendor for credit.
- Account for and process all warranty claims parts to ensure proper credit from vendor.
- Process and submit freight claims as needed.
- Record repair time/labor expended by mechanics and parts utilized by mechanics using FleetNet.
- Keep the parts department clean, neat and safe.
- Schedule weekly preventative fleet maintenance using FleetNet software.
- Answer radio calls and notify appropriate maintenance personnel of road call situations.
- Maintain the physical security of inventory through work order process.
- Receive and ships parts and supplies.
- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and reports any unsafe work condition or practice to supervisor.
- Read and obtain a thorough knowledge and understanding of the Employee Handbook, Discipline Code, Collective Bargaining Agreement, Drug & Alcohol Policy and all other policies and procedures and abide by them in the performance of duties.
- Treat all vendors, ValleyRide and Valley Regional Transit employees in a respectful, professional manner.
- Coordinate with Accounting to maintain inventory and update process as needed
- Operate fork lift and assist with bus trades as necessary

Non Essential Duties

- Perform other duties as assigned by supervisor or needed.

Education and/or Experience

High school diploma or GED. One to three year's related experience and/or training; or equivalent combination of education and experience. Knowledge of equipment parts and requisition and inventory control procedures.

Certificates, Licenses, Registrations

Possess valid driver's license and have ability to obtain a Commercial Driver's License (if not already licensed). Must pass an annual DOT physical examination and pre-employment drug test. This position is subject to the successful completion of a criminal background check.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Computer Skills

To perform this job successfully, an individual should have basic computer skills, be proficient in Inventory, Spreadsheet and Word Processing software.

Language Skills

Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Teamwork Skills

Possess good teamwork skills and the ability to effectively communicate with all employees. Ability to work and get along well with others.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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We actively promote a Drug-Free Workplace.**