



**Job Title:** Parts Inventory Specialist      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Shop Foreman      **Pay Grade:** Transportation Pay Group 3  
**Dept. /School:** Transportation Department      **Date Revised:** 11/07/2011

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**Primary Purpose:**

Maintain stock room for transportation department. Purchase, stock, and maintain an appropriate inventory of parts for repairing and servicing vehicles.

**Qualifications:**

**Education/Certification:**

High School diploma or GED  
Valid Texas commercial driver's license (Class C or above)

**Special Knowledge/Skills:**

Basic math skills.  
Knowledge of auto parts and terminology.  
Knowledge of automated inventory systems and procedures.  
Knowledge of purchasing procedures.  
Ability to use personal computer and automated inventory system.

**Experience:**

Two years experience in inventory parts management

**Major Responsibilities and Duties:**

**Purchases:**

1. Work cooperatively with purchasing department to develop specifications, sources, availability, pricing, shipping and receiving of parts, equipment, and supplies needed for vehicle repair.
2. Contract vendors to check on availability of parts and supplies.
3. Ensure parts catalogs are current.
4. Locate and requisition all parts needed for vehicle repair.

**Inventory:**

5. Maintain parts storage system and conduct frequent actions to assure proper stock levels.
6. Develop and manage a system to record and track receipt and issuance of parts and supplies.
7. Initiate purchase requests to maintain proper/established inventory levels.

**Receiving:**

8. Pick up parts ordered as needed to arrange for delivery. Load and unload delivery truck.
9. Open crates and other containers to unpack items received and inspect for damage and defects.
10. Verify accuracy of shipments by counting, weighing, or measuring and comparing size, weight, description, and coded numbers with information on invoice or packing slip and purchase orders; record and discrepancies or damage.

**Records:**

11. Compile, maintain, and file all physical and computer records required including computerized parts inventory records.
12. Maintain records on parts used, time spent on labor, and cost of each repair job.

**Accounting:**

13. Detect and resolve problems with incorrect orders, invoices, and shipments.

**Safety:**

14. Operate tools and equipment according to established safety procedures.
15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Understand laws and regulations on transportation and safety.
18. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, printer, calculator, copier, fax machine, hand tools, ladder, telephone, two-way radio.  
Drive district truck/automobile.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Lift 40 pounds. Frequent walking, standing, climbing, heavy lifting, carrying, stooping, bending, and reaching.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*