



## **JOB DESCRIPTION**

JOB TITLE:	Parts Clerk
FLSA STATUS:	Non-Exempt
REPORTS TO:	Fleet & Facilities Manager
SALARY RANGE:	Per Collective Bargaining Agreement
RATE OF PAY:	\$17.40

### **ESSENTIAL FUNCTIONS:**

The Parts Clerk is an entry level position; primary task is to maintain an inventory of the parts at the TTD Corp Yard. The employee is responsible for inventorying, stocking, issuing parts and supplies, and/or purchasing assigned or designated parts and services from an approved list of vendors. Work is performed with some latitude for independent judgment. Work is supervised and reviewed periodically to assure conformity with departmental policies and procedures.

### **POSITION SPECIFIC RESPONSIBILITIES:**

- Checks proper part identification; contacts vendors to obtain price bids; prepares parts requisitions; obtains purchase orders in coordination with the Accounting Department
- Receives shipments from vendors, checking vendor packing slips/invoices for accuracy and insuring quantities are received as stated; confers with suppliers regarding late deliveries; maintains appropriate records. Directly issues parts received to open work orders or places parts in proper location within the parts room
- Enters receipt and distribution of parts/supplies into computer to update software inventory records
- Issues replacement parts to mechanics; assists mechanics in choice of parts
- Seeks out new vendors for hard to find items
- Assembles and fills orders as requested; issues parts to open computer work orders as parts are distributed to mechanics
- Conducts periodic physical inventory to assure proper availability of required stock; replenishes stock as shipments arrive
- Works with accounting to ensure all inventory is reconciled on a quarterly basis
- Develops and maintains a current inventory of all hazardous substances
- Collects current Material Safety Data Sheets (MSDS) for all hazardous substances listed in the workplace inventory
- Ensures original or secondary containers are labeled properly
- Understands and complies with safety rules, including use of proper safety equipment at all times
- Uses a variety of materials and inventory operations equipment
- Maintains a customer-focused attitude to complement a high level of motivation and energy and to foster positive long-lasting relationships with vendors
- Contributes to a positive work environment
- Interacts with other TTD personnel
- Minimizes waste

#### KNOWLEDGE/SKILLS:

- High school diploma or GED equivalent preferred
- Knowledge of automotive parts, tools, repair, and equipment
- Knowledge of general automotive stockroom practices and procedures, preferred
- Strong organizational skills
- Ability to maintain software inventory records
- Valid state driver's license
- Must pass a pre-employment background check

#### ABILITIES:

- Must be flexible and able to work various days and shifts
- Must be able to perform physical activities, including lifting up to seventy-five (75) pounds
- Ability to handle stress and long hours
- Ability to communicate in various formats including email, phone, and fax
- Ability to multitask
- Work in extreme weather conditions

#### WORKING CONDITIONS/PHYSICAL EFFORT:

Occasionally work may be accomplished outdoors in extreme weather condition (hot and/or cold); Regularly performs physical activities that require considerable use of the arms, hands, and legs and moving the whole body, such as walking, standing, lifting, climbing, bending and handling materials; Occasionally exposed to extreme heat/cold conditions; Is frequently exposed to loud noise, fumes or airborne particles, toxic or caustic chemicals in a ventilated maintenance shop; May walk and/or stand for over 6 hours per day; Works with personal computer (PC), laptop; May use electronic hand-held device (cell phone, two way-radio); Works around heavy machinery.

#### BENEFITS:

Represented staff benefits will be consistent with the collective bargaining agreement with the Teamsters Local 533.

#### APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P.O. Box 499, Zephyr Cove, Nevada 89448 or email to [daspero@tahoetransportation.org](mailto:daspero@tahoetransportation.org).