



JOB DESCRIPTION

JOB TITLE: Parts Clerk
FLSA STATUS: Non-Exempt
REPORTS TO: Fleet & Facilities Manager
GRADE LEVEL: 5
RATE OF PAY: \$33,956 - \$43,464

ESSENTIAL FUNCTIONS:

The Parts Clerk is an entry level position; primary task is to maintain an inventory of the parts at the TTD garage. 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
- 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
- Bar codes all inventory parts for tracking usage
- 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
- Contributes to a positive work environment
- Interacts with other TTD personnel
- Minimizes waste
- Other duties as assigned

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
- 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
- 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:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

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.