

JOB TITLE: BUS PARTS SPECIALIST

JOB DESCRIPTION:

This employee is responsible for the operation of the parts department and the parts inventory of the Transportation Department.

Duties of this position include but are not limited to:

1. Maintaining a computerized inventory system.
2. Acquiring vehicle parts by telephone, mail, or automobile.
3. Ordering inventory stock.
4. Issuing parts and costing parts for the job.
5. Maintaining inventory records and stock analysis.
6. Receiving, verifying, and stocking deliveries.
7. Storing stock.
8. Preparing required reports.
9. Preparing annual and monthly budgets.
10. Organize and participate in the annual inventory count.
11. Contacting vendors as to pricing and/or availability of necessary parts and supplies.
12. Other duties as assigned

REQUIRED QUALIFICATIONS:

1. Appropriate valid Florida driver's license for vehicle(s) driven.
2. Previous automotive/truck parts experience.
3. Computerized parts experience.
4. Functional literacy.

DESIRED QUALIFICATIONS:

1. Knowledge of school buses and school bus parts.
2. Factory parts training, seminars, or field schools.
3. Computer courses/schooling.
4. A.S.E. Certification.