



## Parts Room Coordinator

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**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Work Schedule:** First Shift  
**Positions Supervised:** None

**Job Status:** Full Time  
**Reports To:** Parts Room Supervisor  
**Amount of Travel Required:** Minimal  
**Revised:** 1/2017

### Position Summary

Provides support to the Maintenance and Facilities Departments by placing parts orders for transit buses, automotive vehicles, and other support equipment (loaders, generators, floor scrubbers, etc.). Assists the departments with parts specification and look-up, maintaining an inventory system, preparing and tracking purchase orders, and other clerical support duties.

### Essential Functions

- Assist the Parts Room Supervisor to oversee the ordering, receiving, posting, stocking and warranties of parts, and supplies, fuel and lube products, tools, tires, bus stop/shelter, janitorial, and capital items.
- Manage inventory and consumable items based on cyclical demands and evolving use; weekly stock orders, special order parts, janitorial supplies, warranty, receiving, issue parts, part runs, and performs cycle counts as needed.
- Explore ways to save money through new vendors/suppliers, alternate parts or repair solutions (i.e. repairing or replacing the part which is worn rather than the complete assembly) Look for less expensive yet comparable aftermarket options for parts and hardware (consumables/fasteners, etc.)
- Assist the Parts Room Supervisor in the parts room operation and layout to maximize efficiency.
- Effectively communicate with vendors and employees to obtain part numbers, order parts, review invoices, and follow-up on invoice credits.
- Assist in the maintenance of records for parts and supplies.
- Responsible for the upkeep of inventory labels including sorting and alphabetizing, and/or parts and assistance in maintaining supply levels.
- Manage clerical program by typing forms, memos, letters, reports, daily inventory data, and keep filing accurate and up to date.
- Must be able to multi-task in an efficient manner; working on multiple tasks at once with interruptions to assist technicians with parts needs at a moment's notice, answer the receiving door, telephone, etc.
- Other duties and responsibilities as assigned.

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Position Qualifications

#### Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Responsible - Ability to be held accountable or answerable for one's conduct while maintaining a professional attitude.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

### **Supervisory Responsibilities**

Supervise parts room operations in absence of the Parts Room Supervisor.

### **SKILLS & ABILITIES**

#### **Education:**

Bachelor's Degree (B.A.) from four-year College or appropriate trade school preferred. (Experience as outlined below may replace education).

#### **Experience:**

Two (2) to three (3) years of related experience and/or training; or equivalent combination of education and experience along with transit bus, automotive or a combination of heavy/medium duty mechanical (diesel/gas/CNG) knowledge. The ability to work effectively in procurement with vendors while proficiently utilizing computer systems including inventory management software and record keeping for fuel and lube usage. Should have knowledge of OSHA regulations, and budget planning and cost analysis.

#### **Computer Skills**

Basic computer skills with the ability to learn new programs as required.

#### **Certificates & Licenses**

All positions require valid Michigan Driver's License. See experience and qualifications for necessary licenses and certifications.

#### **Other Requirements**

Must pass Department of Transportation (DOT) pre-employment physical and drug screening. Demonstrated ability to read, comprehend and interpret technical service information and have technical and mechanical aptitude with gasoline, CNG and diesel equipment.

#### **Physical Demands**

**Posture:** Prolonged standing, short walking, various trunk positions have to be maintained for prolonged periods when performing repairs; sitting only during bus inspections and break periods. Requires normal trunk mobility, bending of knees, normal cervical mobility, full shoulder mobility, normal elbow/wrist/hand mobility.

**Force Required:** Lumbar lifting, (floor to waist) up to 85 pounds; cervical lifting (waist to overhead) up to 77 pounds; pushing/pulling isometric ally up to 62 pounds; dynamically 32 pounds; carrying up to 62 pounds.

**Repetitions:** Aforementioned tasks are occurring throughout the workday in repair of buses. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.