



**Parts Counter/Room Clerk –  
Administrative Clerk**

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**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Work Schedule:** 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> (Varies)  
**Positions Supervised:** None

**Job Status:** Full Time  
**Reports To:** Parts Room Supervisor  
**Amount of Travel Required:** None  
**Revised:** 1/2017

**POSITION SUMMARY**

Provides support to the Maintenance and Facilities Departments by looking up and issuing parts from inventory along with placing orders from vendors for replacement parts for transit buses, automotive vehicles and other support equipment (loaders, generators, floor scrubbers, etc).

**ESSENTIAL FUNCTIONS**

- Specification of parts from catalogs, stock, retrieve, issue parts and supplies when necessary (includes forklift operation, unloading trucks, part runs).
- Review receiving documents, prepare and follow purchase order process on all incoming parts and supplies.
- Perform cycle counts when required.
- Answer and place calls to and from vendors and employees, or take messages as needed.
- Maintain record keeping systems for parts and supplies.
- Print inventory labels, sort and alphabetize labels and/or parts and assist in maintaining supply levels.
- Enter daily parts and supply inventory data into computer, keep accurate and updated computer records and reports as required.
- Extensive vendor contact to obtain part numbers, order parts, review invoices, and warranty parts.
- Type forms, memos, letters, etc., filing, and other support duties to generate reports and other activities as assigned by Maintenance-Parts personnel.
- 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 details of a project or task.
- Responsible - Ability to be held accountable or answerable for one's conduct while maintaining a professional attitude.

- 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.

**SKILLS & ABILITIES**

**Education:** Associate’s degree (A.A.) from a two-year college or 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 automotive and inventory 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.