



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Automotive Parts Processor I**

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Supervisor
Salary Range: 24	
Term of Employment: 12 months	Date: October 17, 2019
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To establish, manage, and maintain a cost efficient automotive parts department with full computerized inventory control, and provide these materials and supplies in a timely manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Purchases vehicle parts in the most efficient manner through interactions with outside vendors with the districts best interest in mind.
- Establishes and maintains an effective and efficient vehicle parts issue and storage operation.
- Performs annual inventory of all vehicle parts and supplies as assigned to this area.
- Manages and maintains computerized systems.
- Assists Transportation Supervisor with record keeping, reports, and computerized fleet maintenance program.
- Assists Transportation Supervisor with OSHA, ADOT, EPA, DPS, and state requirements, regulations, and inspections.
- Analyzes and advises the appropriate supervisor of ongoing and future parts requirements.
- Delivers and picks-up parts from vendors throughout the valley.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.
- May be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must have excellent communication skills.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence
- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Demonstrates the ability to apply concepts of basic algebra and geometry.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must be familiar with various types of vehicle parts and equipment.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Commercial Drivers License
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- Minimum five years experience relating to the automotive and maintenance parts field.

PHYSICAL DEMANDS:

- Must be able to frequently stand and walk, talk or hear, use hands and fingers, handle or feel, reach with hands and arms.
- Must occasionally sit, climb or balance, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 lbs.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The employee frequently works near moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.