

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Parts Personnel	Job Code: 78027
Job Classification:	18 Service Workers	EEO Line: 53
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 3
Reports to:	Department Director	Salary Locator: Classified Schedule

SUMMARY:

To provide accurate accounting necessary to maintain a computerized perpetual inventory. Maintain stock levels as established by pricing and reordering as needed.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida Driver's License and acceptable driving record
- 3) Two (2) years' experience in the Transportation Information System
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize computers for maintaining fiscal records and a perpetual inventory
- (4) Competent in accounting reports and statements of considerable complexity

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Enter department comp plan and maintain budget
- (4) Assist in ordering new vehicles and school buses
- (5) Acquire tag-work on all District owned vehicles and surrender old tags to the DMV of vehicles no longer in service
- (6) Order and issue requisitions for the purchase of parts, fuel, lubricants and supplies
- (7) Verify and complete purchase orders and approve payment of invoices
- (8) Receive parts and enter into inventory processing system
- (9) Identify, label and shelve parts and supplies
- (10) Maintain inventory by issuing parts and supplies to mechanics, recording work orders, and entering data into inventory processing system
- (11) Update and implement preventive maintenance procedures weekly
- (12) Maintain parts room in a safe, clean and orderly manner
- (13) Maintain petty cash and petty cash receipts
- (14) Operate Board owned vehicles in accordance with applicable laws and Board policies
- (15) Process memorandums, TDE's and other arrangements for travel to conferences
- (16) Use positive, effective interpersonal communication skills.
- (17) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (18) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (19) Perform all other clerical duties as requested by Department Director.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004
September 30, 2014