



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Parts Coordinator**
 Job Family: **Transportation**
 Prepared/Revised Date: **November 17, 2023**

FLSA Status: **Non-Exempt**
 Pay Range: **TP45H**
 Job Code: **50616**

SUMMARY: Responsible for keeping track of inventory and ordering and purchasing parts school buses and support fleet. Parts Administrator may need to coordinate pick up or delivery of parts from one location to another. Provide professional, technical, and operational support to the vehicle maintenance department. Manage multiple fleet software programs supporting the efforts of Poudre School District in providing, safe, quality transportation asset in cost-effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Identify, order, receive, and stock commonly used parts and supplies needed by vehicle technicians to complete preventive maintenance and routine repairs in a timely manner.	D	18%
2. Establish direct lines of communication and working relationships with parts distributors and wholesalers to effectively source needed vehicle parts for the vehicle maintenance department.	D	14%
3. Serve as primary data input technician for repairs, inspections, preventative maintenance, licensure records, and warranty work and recalls. Maintain records of out-of-service vehicles.	D	12%
4. Locate and order specialty parts added to the shop parts log by vehicle technicians for repair work to fleet vehicles.	D	10%
5. Receive all parts shipped to Poudre School District vehicle maintenance department for both the north and south terminal shops.	D	10%
6. Attend work and arrive in a timely manner.	D	1%
7. File, Sort, and organize vehicle maintenance documents for all district vehicles. Scan and copy documents as needed to be sorted digitally and physically.	W	10%
8. Manage a digital and physical file system of all parts order invoices. Identify and resolve price discrepancies as needed.	W	9%
9. Track status and estimated delivery times for incoming orders. Communicate order status with Transportation Vehicle Manager, Support Fleet Manager, Vehicle Technicians, and assigned user of vehicle being repaired.	M	6%
10. Prepare outgoing packages for shipment including parts core returns, mis-ordered parts, warranty repair parts etc.	M	4%
11. Responsible for accounts payable, bill processing and credit card reconciliation.	M	2%
12. Communicate warranty and recall information to Vehicle Maintenance Manager and Support Fleet manager.	Q	2%
13. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required, plus specialized technical courses in database management, fleet management, and accounting preferred
- More than two years and up to and including three years of experience in fleet data, record keeping, accounting, inventory management and/or automotive logistics

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Commercial driver’s license (CDL) with P2/S endorsement (or able to obtain within 60 days)
- CPR, AED, and First Aid certifications
- Pass Department of Transportation (DOT) physical
- ASE certifications as a Parts Specialist for both automotive and truck are preferred
- Successful completion of the District approved physical strength and agility test is required prior to hire
- Acquire and maintain a Colorado Emissions Inspector's License for diesel engines

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	