

TRANSPORTATION PURCHASING/STOCK CLERK

DEFINITION:

Under general supervision, to provide support services for the Transportation Department; to maintain supplies and parts for vehicles and to oversee refueling activities; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

- Orders, receives and expedites parts and supplies for vehicles and other equipment.
- Maintains inventory control over all equipment, parts and supplies under Transportation Department control.
- Maintains, verifies and transmits data regarding vehicle history files as required.
- Maintains inventory of fuel and or supplies; orders and verifies deliveries.
- Receives, marks, maintains and controls inventory of tires, batteries, tools and equipment for the department.
- Makes minor repairs to tools, equipment and facilities.
- Arranges for major repairs to tools, equipment and facilities.
- Picks up and delivers parts and supplies.
- Contacts other departments regarding maintenance and upkeep of Transportation facilities.
- Provides field assistance to all sections of the Transportation Department (Operations; Safety; Shop).
- Assists Purchasing Department in preparing for salvage sales.
- Operates the service station with assigned personnel.
- Services motor pool vehicles and coordinates with dispatch/operations.
- Provides equipment shuttle as required.
- Serves as a bus driver in emergencies or as required.

QUALIFICATIONS:

Knowledge of:

- Safe work practices including OSHA regulations, as they relate to the position;
- Standard terminology, practices, use and storage requirements of tools, materials and equipment commonly found in automotive repair shops and service stations;
- Parts of automobiles, internal combustion engines and miscellaneous power units;
- Trade manuals and parts catalogs covering a variety of automotive equipment;
- Office practices, record keeping, and clerical procedures involved in the requisitioning, receiving and recording of supplies and equipment;
- Safe driving practices;
- Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code applicable to the operation of vehicles in transporting school children;
- Procedures involved in repair of tools, equipment and facilities;

Ability to:

- Exercise proper judgment in the issuance of parts, materials and tools to mechanics;
- Make routine substitutions of parts when appropriate;
- Perform clerical, bookkeeping and manual operations involved in the ordering, receipt, classification, distribution, and storage of automotive parts, supplies and equipment;
- Perform minor maintenance to tools, equipment and facilities;
- Coordinate work of others in operation of service station and minor repair activity;
- Operate mechanical equipment such as forklift, hoists and presses;
- Perform moderately heavy physical labor including but not limited to the ability to lift up to 50 lbs.;
- Drive a school bus and other automotive equipment safely and efficiently;
- Maintain order on a school bus;
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;
- Read and write English at a level sufficient to successfully perform the duties associated with the position;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Three years of experience performing a combination of vehicle equipment warehousing, purchasing, record keeping and passenger vehicle operations functions.

LICENSES AND CERTIFICATES:

Possession of a Class B California driver's license with an air brake and passenger endorsement with no restrictions which would preclude driving on the job is a continuous requirement.

Possession of a California Highway Patrol school bus driver's certificate with no restrictions which would preclude driving on the job, and Department of Transportation medical certificate are continuous requirements.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with California Dept. of Transportation regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and random drug testing program.

Salary Range: 67

N: 08/81, R: 10/83, R: 11/85, R: 12/91, R: 10/98