

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARTS MANAGER

SALARY SCHEDULE: SSP11 + lead %

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years experience in Parts Industry or Stores.
- (3) Experience as a Mechanic.
- (4) Possess a current state of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of a variety of vehicle parts and functions. Technological knowledge and skills. Positive interpersonal skills. Communication skills, both oral and written. Ability to manage time and functions effectively. Ability to supervise and direct employee functions. Demonstrable computer proficiency.

REPORTS TO:

Supervisor, Transportation

JOB GOAL

To provide the essential parts to keep the vehicular fleet running smoothly and to ensure that schedules are kept in a timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Determine, in conjunction with Supervisor, the type of quality and quantity of parts needed in the stock room.
- * (2) contact vendors for parts, supplies and equipment delivery to the appropriate locations.
- * (3) Maintain inventory records reflecting parts currently in stock room.
- * (4) approve all invoices after carefully checking each incoming order.
- * (5) Assist in providing repair estimates for damaged vehicles.
- * (6) Store inflammables in appropriate storage facilities.
- * (7) Ensure that an adequate supply of fuels, tires and parts are available to the vehicular fleet at all times.
- * (8) Respond to inquiries or concerns in a timely manner.
- * (9) Keep well informed about current trends and best practices in areas of responsibility.
- * (10) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (11) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (12) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (13) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (15) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (16) Represent, consistently, the District in a positive and professional manner.

PARTS MANAGER (Continued)

- *(17) Provide leadership and direction for the assigned areas of responsibility.
- *(18) Exercise proactive leadership in promoting the vision and mission of the District.
- *(19) Provide oversight and direction for cooperative planning with other agencies.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 Board's policy on evaluation of personnel.

Job Description Supplement No. 02

*Essential Performance Responsibilities