

## Union Public Schools Job Description

**Position Title:** Parts Manager  
**Department:** Operations  
**Reports To:** Director of Facility Services

**FLSA Designation:** Non-exempt

**SUMMARY:** Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing and shipping materials, supplies, tools, equipments and parts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Plans layout of stockroom, warehouse and other storage areas, considering turnover, size, weight and related factors of items stored.
- Advises employees on care and preservation of items received, stored and shipped, methods and use of equipment in handling, storing, maintaining and shipping stock.
- Studies records and recommends remedial actions for reported non-usable, slow-moving and excess stock.
- Reviews records for accuracy of information and compliance with established procedures and to determine adequacy of stock levels.
- Schedules work for special and periodic inventories.
- Traces history of items to determine reasons for discrepancies between inventory and stock control records, recommends remedial actions to resolve discrepancies.
- Supervises, trains and evaluates staff..
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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.*

**EDUCATION and/or EXPERIENCE:** Associate of Arts Degree in Business Administration or related field. Five (5) years shipping, receiving, stock, inventory control and/ or warehouse experience, including some experience leading and directing staff.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license with good driving record.

**LANGUAGE SKILLS:** Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Strong written, verbal and interpersonal skills are necessary.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works indoors. The employee will work near or with moving mechanical equipment. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.