

BAY COUNTY ROAD COMMISSION

PART-TIME PARTS CLERK

General Summary

Under the general supervision of the General Superintendent and direct supervision of the Inventory Supervisor/Account Clerk II, manages stockroom operations which includes maintaining inventory and filling parts requests from the garage. Researches cost and other information on parts and purchases parts for the garage. This position will work up to 28 hours per week.

Essential Functions

1. Researches cost and other information on parts and supplies and purchases items to maintain supplies at all district sites. Maintains out-of-stock daily charges to equipment. Regularly communicates with vendors to explain part and equipment needs and collect comparative data.
2. Assists with parts research for direct charge items for equipment that we do not carry in inventory.
3. Maintains inventory records at the garage. Updates Precision software to keep real time inventory records. Records inventory as it is charged out and received. Records items added to inventory and prints out barcode label.
4. Assists with maintaining purchase order records system and follows-up on back orders and orders not received in timely fashion.
5. Assists Inventory Supervisor/Account Clerk II with issuing purchase orders to road crews needing materials for job construction. Records project number, job location and other information for purchase orders.
6. Provides word processing support to the General Superintendent & Inventory Supervisor/Account Clerk II, including preparing minutes of safety committee and other meetings, reports and other documents.
7. Reviews inventory accounts for items that may be obsolete for trade-in or public sale.
8. Maintains computer and paper files related to the maintenance department.
9. Records bi-monthly reading of fuel tanks. Charges out fuel and balances readings on tanks.
10. Assists Inventory Supervisor/Account Clerk II with bi-annual physical inventory and quarterly inventory counts.
11. Performs a variety of miscellaneous office support tasks such as maintaining parts and service books, maintaining emergency phone lists, completing various forms, updating SDS books, and other related tasks.

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12. All others duties assigned.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Equivalent of a high school diploma, preferably with some advanced coursework in data processing and database management.

Experience: Two years of varied office support experience, preferably including some experience related to controlling inventory and related stock functions.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to climb stairs.

Ability to lift and carry stock items weighing up to 25 lbs.

Reaching, pulling and pushing in order to position stock items.

Ability to access office files.

Ability to enter and access information to the computer.

Ability to access fuel tanks, storage areas, and other work locations.

Working Conditions:

Works in office and storeroom conditions.

Exposure to fumes and noise of garage area.