

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

TRANSPORTATION PARTS/INVENTORY CONTROL CLERK

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in accounting, property and/or inventory control or equivalent
- Working knowledge of bar coding programs
- Considerable knowledge of office practices and procedures
- Familiarity with automated inventory control systems
- Ability to demonstrate responsibility and independent judgment without direct supervision
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Familiarity with automotive and heavy duty truck parts

Performance Responsibilities:

- Receive parts and supplies ordered
- Verify purchase order amounts
- Ensure proper parts and supplies were delivered
- Perform monthly inventory spot checks
- Investigate discrepancies noted during inventory spot check
- Monitor inventory levels in order to maintain just-in-time inventory
- Assist in maintaining transportation database for parts inventory
- Disburse parts to mechanics as needed
- Assist in warranty claims
- Assist in annual parts inventory conducted by the State Auditor
- Maintain a clean and safe work environment
- Work closely with mechanics in obtaining parts
- Label parts and containers with in-house codes/part numbers and bar coding
- Drive district vehicle to obtain parts from the vendor, when needed
- Operate fork lift as needed
- Enter parts used by mechanics into the work order program
- Act as liaison between vendors and other district personnel
- Assist in preparing reorder reports
- Maintain inventory spot check verification report
- Prepare, maintain and review tire inventory report

- Perform other duties as assigned by the Shop Foreman, the Assistant Director of Transportation and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Shop Foreman and/or designee

Evaluation:

Annual evaluation done by Shop Foreman and/or administrative designee

Terms of Employment:

11-month employment

Salary:

Salary based upon approved salary schedule – Non-instructional Level M

Job Code:

78027

Board Approved: 10/18/05

Revised: 06/20/06, 01/20/09, 05/17/11, 11/15/11, 05/01/12, 06/10/14, 7/6/2015