



AUTOMOTIVE PARTS COORDINATOR

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Five years of previous experience
- Knowledge of receiving, warehousing, and inventory methods
- Microsoft Excel experience
- Must possess an Arizona Class B Commercial Driver's License within probationary period
- Must meet all Arizona School Bus Driver requirements within probationary period
- Equivalent combination of education/training/experience

B. DESIRED

- Trade or vocational school training or equivalent

SUMMARY

Performs a variety of routine administrative duties related to the repairs and record keeping of all vehicles at Amphitheater School District. Employees of this class perform within general supervision and exercise independent judgment in the performance of their duties.

Reports to Director of Transportation

ESSENTIAL FUNCTIONS

- Oversees and maintains the work order database for all District fleet vehicles
- Creates and coordinates requests for proposal for transportation related procurement
- Responsible for mandatory reporting for underground storage tank guidelines in accordance with Arizona Department of Environmental Quality
- Initiates work orders, purchase orders or requisitions, request for special data and similar action
- Manages complex data records and files including Fleetvision, Versatrans and other complex software
- Responsible for vital fuel management recordkeeping, records of mileage, repairs and other expenses
- Inspects and verifies all material received
- Informs supervisor of available vehicles
- Issues parts, various shop tools, and equipment to mechanics
- Establishes and maintains stock location systems
- Monitors the operation for effectiveness and ability to meet supply demands
- Receives recommendations for new items to be stocked and provides recommendations and possible sources of supply to supervisor concerning these items
- Orders various supplies from vendors as needed
- Maintains a clean and safe work area



AUTOMOTIVE PARTS COORDINATOR

- Exhibits patience, courtesy and tact in dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity