



JOB TITLE: Parts Coordinator
DEPARTMENT: Maintenance
REPORTS TO: Shop Foreman
JOB LOCATION: Denton, Texas

LAST REVISION DATE: 6/2021
JOB TYPE: Full-Time
PAY TYPE: Non-Exempt
HOURS: Standard schedule, with nights, weekends, and holidays, as needed

JOB SUMMARY:

Responsible for the procurement, receipt, verification, labeling, storage, documentation and security of all supplies in the parts room. Dispenses the parts and materials to maintenance staff. Performs routine clerical functions such as entering data using a personal computer and maintaining computer and paper records. Upholds the NTMC mission and vision to internal and external customers and leads by example.

JOB FUNCTIONS:

These duties are a general representation of the position; assignments may vary

- ☐ Works closely with the Shop Foreman and General Manager to identify necessary goods and services.
- ☐ Acquires needed parts and/or services using existing contracts or by coordinating with DCTA procurement staff; ensuring all procurement policies are followed.
- ☐ Stocks, retrieves, and issues parts and supplies; monitors re-order levels and replenishes inventory in order to maintain proper inventory levels; maintains a clean and orderly parts room.
- ☐ Reviews receiving documents, prepares and follows purchase order process on all incoming parts and supplies; manages returns when deemed necessary or appropriate.
- ☐ Monitor and correct invoices if required and prepare all papers for delivery and issue all parts for technicians.
- ☐ Inputs information on work orders.
- ☐ Manages the returns of cores and parts to ensure credit form vendors.
- ☐ Conducts periodic surveys of price and quality of parts and evaluates vendor performance.
- ☐ Performs cycle counts when required.
- ☐ Ensure accuracy and reliability of data entered into computer.
- ☐ Provides reliable customer service to vendors and employees.
- ☐ Manages record keeping systems for parts and supplies and provide reports as necessary.
- ☐ Maintains vehicle maintenance files.
- ☐ Maintains safety data sheets for each hazardous chemical in the workplace with detailed information on each particular hazardous chemical and ensures that safety data sheets are readily accessible to employees when they are in their work areas during their work shifts.

REQUIREMENTS TO PERFORM WORK:

Essential Knowledge and Skills:

- ☐ 5 years of experience working with accounting/inventory management for a transit or similar type facility.
- ☐ Familiarity with computers, ordering and inventory technology, and Microsoft Office package.



- ☐ Ability to communicate effectively in both the written and spoken form; uses appropriate grammar, accurate spelling and punctuation when communicating through written form; communicates effectively with internal and external customers.

EDUCATION AND EXPERIENCE:

- ☐ High school diploma or GED equivalent required.
- ☐ Previous vehicle parts room and inventory experience required.
- ☐ Technical training preferred.
- ☐ Automotive or trucking background preferred.

PHYSICAL REQUIREMENTS:

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.

- ☐ Prolonged periods standing and walking.
- ☐ Able to bend, stretch, push, pull, and move as needed to reach, clean, and service machinery.
- ☐ Must be able to visually inspect machines.
- ☐ Must be able to lift and carry up to 50 pounds.

WORK ENVIRONMENT:

- ☐ Works indoors / outdoors and in inclement weather conditions such as rain, cold or hot temperatures.
- ☐ Are often exposed to hazardous situations, conditions, and equipment that result in cuts, bruises, or minor burns.
- ☐ Works inside enclosed vehicles, such as trucks, buses, and company compact cars / vans. May work in cramped work spaces underneath buses or vehicles that require getting into awkward positions.
- ☐ Regularly wear protective gear, such as goggles or earplugs.
- ☐ Are exposed to contaminants, such as antifreeze and chemical degreasers, daily.
- ☐ Are exposed to sounds and noise levels that are distracting and may be uncomfortable daily.

BENEFITS:

- Medical: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K / Employer Match
- Additional voluntary benefits offered during enrollment