

## Sweetwater Union High School District

### TOOLS AND PARTS HANDLER

#### Purpose Statement

The job of Tool and Parts Handler is done for the purpose/s of receiving, inspecting, storing and issuing tools and general supplies to vehicle maintenance repair staff; maintaining related records and preparing department billings; maintaining inventory control; preparing requisitions according to established District procedures; assisting the District Purchasing Department in obtaining price quotes; and making direct purchases from outside vendors.

#### Essential Functions

- Receives, inspects, stores and issues tools and general supplies to vehicle maintenance staff for the purpose of ensuring the availability of and providing tools and supplies as needed.
- Maintains inventory of tools, equipment, general supplies and parts for the purpose of ensuring the availability of items as needed, preparing inventory reports and/or reconciling discrepancies in inventory.
- Inspects tools and equipment for defects or damage upon receipt for the purpose of identifying defective items for repair or replacement as appropriate.
- Assists in determining maximum inventory levels and reorder stages for vehicle maintenance tools, equipment parts and general supplies for the purpose of ensuring the availability of equipment and supplies within budgetary constraints.
- Engraves and marks items with identifying codes for the purpose of limiting loss and/or improving the opportunity for recovery of items.
- Initiates stock and non stock requisitions for replenishment of related items for the purpose of ensuring adequate supplies to meet the District's needs.
- Negotiates with vendors for the purpose of ensuring items are purchased at best price.
- Maintains a variety of manual and electronic documents, files and records (e.g. inventory, price quotes, vendor contacts, purchase orders, warranty records, fuel consumption records, preventive maintenance and repair costs, cost per mile reports, department billings, tool and equipment catalogs, safety bulletins, specifications, manuals, etc.) for the purpose of documenting activities and/or providing materials and reliable resource information.
- Maintains tool and parts room in a safe, secure, orderly and clean condition for the purpose of ensuring a safe and efficient working environment.
- Participates in a variety of technical and clerical duties related to the development of specifications for supplies and equipment for the purpose of ensuring that inventory meets the District's needs.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: equipment, parts and tools used in vehicle maintenance and repair; basic procurement techniques and automotive supply sources, health and safety regulations and procedures related to an automotive shop.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: being organized; understanding and following written instructions; and establishing and maintaining cooperative working relationships with others.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment and in varying atmospheric conditions.

**Education/Experience**

Any combination equivalent to High School diploma, supplemented by coursework in accounting, record keeping, or related field, and two years of responsible experience maintaining an inventory and issuing specialized parts and tools.

**Required Testing**

None Specified

**Certificates**

Valid Driver's License & Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*