

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6528
Pay Grade: D09

FLSA: Non-Exempt

EQUIPMENT PARTS SPECIALIST

MAJOR FUNCTION:

Performs specialized technical and clerical work in identifying, requisitioning, receiving, storing and issuing automotive or computer and electronic equipment and parts. Work is performed under general direction and reviewed by inspection of work, records and condition of stock.

DUTIES AND RESPONSIBILITIES:

- Locates, orders, stocks and issues a variety of automotive or computer and electronic equipment and parts for mechanics or technicians.
- Researches parts catalogs matching parts descriptions with correct order numbers.
- Provides information of parts cost, availability, or estimated delivery schedules.
- Prepares purchase orders and contacts vendors for comparative pricing and/or availability.
- Orders parts as required and perform tracking activities, i.e., follows up on status of back order items, contacts vendors.
- Performs receiving duties to include verification of items received, vendor billing and proper storage according to procedures and standards.
- Maintains updated parts and components ordering catalogs; operates computer for electronic ordering, tracking, record keeping, etc.
- Maintains and updates vehicle or computer equipment service and maintenance orders.
- Maintains inventory control and other records of parts and supplies in the stockroom.
- Performs inventories and cycle counts of stock.
- May lift and move heavy items on a routine basis; rotates stock.
- May be responsible for tracking manufacturer's recalls and/or extended warranty plans.
- Maintains storeroom area in a clean and orderly manner.
- Assists in special handling of problem situations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED supplemented by experience in automotive mechanics for vehicle maintenance equipment or experience in electronics specializing in computers for electronics equipment. Two (2) years experience in receiving, recording and issuing of parts, supplies and materials, or any equivalent combination of education, training and experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 3/12/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				