

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Parts Clerk

Department: Maintenance

**Grade F
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2007

**Reports To: Maintenance
Manager**

Purpose of Job

The purpose of this job is to perform general/clerical work functions associated with overseeing inventory of departmental tools, parts and materials. Duties and responsibilities include organizing, monitoring and maintaining departmental inventory; dispensing/receiving inventory items; monitoring inventory usage; repairing tools; communicating with vendors; answering the telephone and relaying messages; preparing documentation; maintaining records; and performing other duties as assigned.

Essential Duties and Responsibilities

The following duties are normal for this Job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Organizes inventory of departmental tools, parts or other materials; designates placement of inventory items; performs physical inventory counts as needed.

Issues inventory items for use; receives new or returned inventory; tracks available inventory.

Maintains computerized inventory records (e.g., parts information, locations, etc.); monitors usage trends.

Performs basic repair of inventory tools as needed.

Initiates/maintains, communications with vendors concerning inventory matters (e.g., pricing, availability of parts, placement of orders, follow-up on orders, etc.).

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Performs data entry by keying data into computer system. Uses knowledge of various software programs to operate a computer in an efficient and effective manner.

Prepares and/or generates routine correspondence, forms, reports and other documents manually or via computer and/or typewriter. Prepares departmental files; maintains file system of departmental records.

Receives various documentation; reviews, processes, responds, forwards, maintains and/or takes other action as appropriate.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED) required, with one to two years of inventory control experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Parts Clerk. Has general knowledge of inventory control practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment, which includes a computer, printer, typewriter, copy machine, facsimile machine, calculator, telephone, various tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Parts Clerk. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Parts Clerk.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Parts Clerk.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date