**Automotive Parts Specialist II Standard Job Description**

**Classification Title:** Automotive Parts Specialist II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay**: $19.15

**Job Description Summary:**

The Automotive Parts Specialist II, under general supervision, is responsible for operating an automotive parts department by ordering, receiving, recording, and storing a variety of automotive and heavy equipment parts. Trains staff on inventory procedures. Responsible for supervising Parts student workers. Assists in credit card processing and oversees the operation in the absence of the supervisor.

**Essential Duties and Tasks:**

**40% Parts Administration**

* Is responsible for reconciling invoices with what is received and actually delivered, and stocking and issuing parts.
* Maintains and protects the inventory stored in all parts rooms.
* Must be able to drive vehicle if needed due to obtaining an auto part if it is not deliverable.
* Is responsible for mounting/dismounting and cleaning bus/truck tires and rims.
* Utilizes the parts software provided through the FASTER fleet management software.
* Organizes vendor returns and ensures parts are returned for credit.
* Ensures parts are shipped to proper vendors for replacement and repair.
* Collects information needed for procuring contracts with vendors.

**25% Inventory Control**

* Assists with the following: Monitoring inventory by running reports on inventory turns; Setting up and adjusting minimum and maximum reorder points; Removal of obsolete parts; Monitoring fluid inventory with the exception of fuel; and Tracking parts warranty and recovering money or replacement parts according to the warranty.
* Provides support for physical inventory by assisting with locating parts and answering questions.
* Assists with monthly cycle counts.
* Facilitates complete annual parts inventory as needed.
* Develops and manages process for technician toolbox inventory.

**10% Supervision**

* Responsible for ensuring that direct reports and unit supervisors assigned within the unit carry out these same functions for those reporting to them.

**5% Departmental Objectives/Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.
* Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% on time compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.
* Persons in this position will be required to drive state vehicle to travel to various parts of campus and are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or GED, or any equivalent combination of education and experience.
* Four years in the automobile parts industry at the retail level, and experience in the operation of an automated parts inventory system.

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record. Must be able to obtain State of Texas class “B” vehicle operator’s license (Commercial Driver’s License with passenger endorsement and air brakes endorsement) within 45 days of employment.
* Must be able to obtain Texas State Inspections license within 60 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to work independently

**Machines and Equipment:**

* Computer/Printer
* Telephone
* Forklift
* Vehicle

**Physical Requirements:**

* Ability to move and lift heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**