**Automotive Parts Specialist III Standard Job Description**

**Classification Title:** Automotive Parts Specialist III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $22.02

**Job Description Summary:**

The Automotive Parts Specialist III, 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/Tasks:**

**40% Parts Administration**

* Manages inventory in parts rooms, including stocking, issuing, and cataloging parts.
* Uses fleet management software to track inventory and ensure proper stock levels through daily orders.
* Handles vendor returns, shipping for replacement or repair, and obsolete inventory analysis.
* Mounts, dismounts, and cleans bus/truck tires and rims.
* Picks up parts from local dealers using a university vehicle.
* Adds vendors, create/update purchase orders, and collect vendor contract information.
* Reconciles monthly credit card statements.
* Trains new staff, provide procedural guidance.
* Attends meetings and complete special projects as assigned.

**25% Inventory Control**

* Monitors inventory levels by running reports, adjusting reorder points, and removing obsolete parts.
* Oversees fluid inventory (excluding fuel) and manage parts warranties, including reimbursements or replacements.
* Supports physical inventory by locating parts, answering inquiries, and conducting monthly cycle counts to resolve discrepancies.
* Facilitates annual parts inventory and develop processes for technician toolbox management.

**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.
* Oversees daily operations in the supervisor’s absence.

**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.
* Five 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 (light, moderate, or heavy) objects.
* Some lifting, carrying, and/or moving of materials.
* Ability to stand for long periods of time.

**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**

**No**

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

**Yes**

**No**