 **Supervisor, Vehicle Parts Standard Job Description**

**Classification Title:** Supervisor, Vehicle Parts

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 11

**Minimum Pay:** $27.52

**Job Description Summary:**

The Vehicle Parts Supervisor, under general supervision supervises parts ordering and inventory control in the Vehicle Maintenance area. Responsible for providing quality, efficient, and cost-effective parts ordering and inventory for all customers.

**Essential Duties and Tasks:**

**40% Supervision and Employee Management**

* Hires, schedules, trains, and evaluates employees within the area of responsibility.
* Monitors employee performance and approves timekeeping records.
* Creates and maintains a positive work environment focused on customer service and continuous improvement.
* Plans continuing education for employees.

**30% Inventory Control and Analysis**

* Monitors and analyzes periodic inventory turnover and minimum/maximum reorder points.
* Maintains stocking levels in relation to fleet size and monitors parts obsolescence.
* Conducts data integrity analysis and audits of daily transactions related to fuel and fluids inventory control.
* Maintains audit controls and oversees inventory reports and records retention for the unit.

**10% Equipment Management and Coordination**

* Reviews work orders and collaborates with vendors on issues and needs.
* Develops parts lists for maintenance functions and assists in cost estimates.
* Reviews equipment records to ensure proper use of parts and supplies.

**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 equivalent combination of education and experience.
* Four years of related experience related to the parts industry including two years of related supervisory experience.

**Required Licenses and Certifications:**

* Valid driver's license

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.

**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**