

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Parts and Inventory Control Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of experience in automotive/truck parts sales and/or procurement.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license; provide proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Inventory control methods and practices.
Bus and truck parts and sources of supply.
Basic recordkeeping techniques.
Basic math skills.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer, related software, and standard office equipment.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Operate a computer, related software, and standard office equipment.
Maintain accurate records, inventory, and filing systems.
Operate a vehicle, observing legal and defensive driving practices.
Lift and carry heavy parts and supplies, and perform heavy physical labor according to safety regulations.
Multi-task, plan, and organize work to meet schedules and timelines that are subject to constant change.
Understand oral and written directions.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor, office, and garage environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate a computer keyboard; see to read and view a computer monitor; stand for extended periods of time; grasp, push, pull, lift, and carry heavy parts and supplies; bend at the waist, and reach overhead, above the shoulders, and horizontally.

SAMPLE HAZARDS:

Exposure to automotive fumes and odors, grease, oil, and chemicals; exposure to battery acid when neutralizing.