



JOB DESCRIPTION

POSITION: Parts Clerk

TYPE: Non-Union

REQUIRED EDUCATION, EXPERIENCE, LICENSURE:

- High school diploma or equivalent
- Previous parts experience, preferably auto or mass transit

JOB DUTIES:

- Answers directly to the Purchasing Agent(s)
- Responsible for reviewing work orders, identifying parts needed, and providing parts to mechanics in the KRT maintenance garage
- Maintains log of parts distributed
- Maintains fuel inventories and tracking logs, delivery of fuel
- Maintains stock room & storage areas in an orderly fashion
- Ordering parts from local suppliers as necessary
- Maintains janitorial supplies
- Performs inventory counts as needed
- Unpacks and shelves incoming stock, verifying items received against purchase order
- Prepare outgoing shipments (Fed-x, UPS, etc.)
- Picks up and delivers parts, using a company vehicle

SKILLS / ABILITIES:

- Must be able to read and write, learn the basic functions of a computer, and work independently

EQUIPMENT USED:

- Fork lift
- Dolly
- Hand cart
- Computer
- Broom
- Mop
- Hand cloth
- Shelf cleaner (pre-mixed solution)
- Company vehicle

ENVIRONMENTAL CONDITIONS:

- 95% of workday is spent indoors
- 5% of workday is spent driving to pick up parts
- Employee works primarily in the parts department where heat can be a factor during summer months



HOURS:

- 7:00AM – 3:00 PM, Monday - Friday

PHYSICAL DEMANDS:

(In a eight hour workday, employee is required to:)

ACTIVITY	HOURS AT ONE TIME	HOURS/SHIFT
STANDING	Up to 1 hour	Up to 6 hours/shift
SITTING	<30 minutes	<30 minutes – 1 ½ hours/shift
WALKING	<30 minutes	1-2 hours/shift
DRIVING	<1 hour	<1 hour/shift

COMMENTS:

- Sitting, standing, and walking occur frequently throughout the workday
- Standing and walking occur on cement or concrete
- Sitting occurs on an office chair
- When driving, the employee uses a company vehicle

During work the employee must lift/carry:

	WEIGHT	OCCASIONALLY 1 TO 2.5 HRS	FREQUENTLY 2.5 TO 5.5 HRS	CONTINUOUSLY 5.5 TO 8 HRS
LIFT	Up to 100 pounds	Up to 100 pounds	Up to 50 pounds	N/A
CARRY	Up to 100 pounds	Up to 100 pounds	N/A	N/A

COMMENTS: Items to be lifted / carried include parts

PLEASE NOTE: Assistance is available to lift/carry items too heavy or too awkward to be handled alone

The following actions are required while working on the job:

ACTIVITY	NOT AT ALL	OCCASIONALLY 1 TO 2.5 HOURS	FREQUENTLY 2.5 TO 5.5 HRS	CONTINUOUSLY 5.5 TO 8 HOURS
CLIMB		X		
BEND		X		
REACH AT OR BELOW SHOULDER LEVEL			X	
KNEEL		X		



STOOP/SQUAT		X		
CRAWL	X			
PUSH/PULL		X		
REACH ABOVE SHOULDER LEVEL		X		
OPERATE FOOT CONTROLS		X		

COMMENTS:

- Push/pull occurs when manipulating parts on shelves
- Reaching occurs at all levels and in all directions
- Climbing occurs when using step stool to put away parts or when negotiating stairs

EMPLOYEE DECLARATION: I have read the above positions specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Employee Signature

Date

KVRTA is an Equal Opportunity Employer

Rev. 12/2021