

**Vail Unified School District
Job Description**

Job Title: SHOP CLERK

Department: Transportation

Reports To: Assistant Director of Transportation

FLSA Status: Non-exempt

Classification: Level 10

Approved: October 23, 2018

SUMMARY: Completes clerical tasks assigned by Lead Mechanic or Assistant Director of Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Ensures timely and accurate completion of all required documentation/paperwork.
- Assists Lead Mechanic or Assistant Director of Transportation in the scheduling of the mechanics' work hours to produce a productive and cost-effective maintenance program.
- Maintains accurate district vehicle and shop machinery records for shop operations.
- Maintains accurate inventory of all shop parts. Inventory is to be maintained on computerized maintenance program or as directed by Assistant Director of Transportation.
- Maintains accurate inventory of shop tools and equipment.
- Maintains written records of the disposal of hazardous waste.
- Acts as a receptionist for the shop.
- Assists mechanics with ordering parts, materials, and supplies.
- Monitors ordered parts and processes incoming parts.
- Assists Lead Mechanic with status of outsourced vehicles.
- Inputs and tracks completed vehicle work orders into database.
- Prepares quotes for parts, supplies, materials, and equipment.
- Generates weekly/monthly reports (down buses, parts ordered, etc.), as assigned.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Minimum 12 months related experience
- Or an equivalent combination of education, training, and experience approved by the Assistant Director of Transportation.
- Demonstrated proficiency using computer software (Excel, Goggle docs, Word).

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments. Ability to demonstrate excellent attention to detail and follows through on all assignments in a complete and timely manner.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Arizona Driver's License and proof of automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to fumes and airborne particles and outside weather conditions. The noise level is usually moderately high and occasionally very high.