



Position Title: **Parts and Facilities Coordinator**
Classification: Non-Exempt
Location: Operations Building, 8800 Corridor Road, Annapolis-Junction, MD
Reports To: Maintenance Manager
Salary Range: \$29.81 – 31.25 (Depending on Qualifications)

ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location. RTA operates 15 fixed-routes and paratransit service throughout the service area. RTA's fleet consists of 41 transit buses, 29 cutaways, 7 transit vans, 10 sedans, 4 pick-ups, and 5 SUVs. Most of the maintenance activities are performed in-house at RTA's operations and maintenance facility.

JOB DESCRIPTION

We are looking for a reliable, detailed oriented, and organized individual to direct our parts department. This individual will interact with various vendors, and internal/external customers.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Manage Parts Inventory
 - Restock parts that are in heavy rotation.
 - Receive parts into inventory.
 - Perform quarterly Inventories.
 - Maintain an effective and up to date parts catalog system.
 - Special order parts that are needed.
 - Communicate with technicians/mechanics to ensure correct parts are needed.
 - Follow up with vendors on back ordered parts.
 - Identifies, manages, and updates warranty claims repairs and parts.
 - Initiates all necessary operating procedures which apply to the area of parts.
 - Organize and maintain a quality parts room.
 - Regularly access what parts should be maintained as inventory.
 - Ensure timely order and receipt of parts from vendors.
 - Manages and reduces obsolete inventory.
- Evaluates vendors for performance and suggests changes as needed.

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- Perform various data entry projects and maintain accurate maintenance records.
- Code invoices for signatures and processing.
- Perform weekly tire inventory.
- Monitor the stock of fluids and reorder as needed (oils, coolants, DEF, washer fluid, grease, etc.).
- Leads cost reduction initiatives, manages and reduces obsolete inventory, and provides justification for parts stocked. Conducts cost and quality comparison studies.
- Maintain appropriate stock levels.
- Responsible for the creditability of appropriate information on repair orders.
- Maintain good working relations with vendors.
- Provides reports and computer-generated reports as necessary.
- Meets all contractual requirements in the area of parts inventory and services.

MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent
- Three (3) year's experience in inventory/parts
- Prior parts experience with transit buses preferred.
- Ability to read, comprehend and follow technical manuals (in English).
- Ability to effectively communicate verbally and in writing (in English) at a technical and professional level.
- Must have excellent telephone communication skills.
- Must possess a valid Driver's License.
- Thoroughly conversant with computer and internet.
- This position requires flexibility in working hours and job assignments.

You will exceed our expectations if you possess:

- Associate Degree in related field preferred
- Forklift certification

Physical Requirements & Working Conditions:

Incumbent must be able to move about the building and communicate effectively and efficiently in person and by electronic means. The position requires the employee to work outdoors in varying, seasonal weather conditions. Operates a forklift or other lift equipment.

Regularly lifts up to 50 pounds. Pushes, pulls and lifts parts transferring them to and from shelves and counters. Must be able to read and comprehend written material (parts manuals, etc.), computer displays and handheld readers/transmitters and to distinguish material using close-up vision. Depth perception, peripheral vision, distance vision, and color perception are required for operating forklifts. Color vision is essential to distinguish chemical codes which are represented by color.

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Involves extensive use of hands and fingers. Reaching and grasping are involved. Noise level is occasionally loud; multiple diesel engines, forklifts and other shop equipment operating in and near the parts room. There may be some exposure to diesel fumes, dust and dirt, and wet and oily conditions.

There is exposure to bus cleaning and hydraulic fluids as well as diesel fuel, gasoline, various oils, antifreeze, etc. Must be able to hear and understand normal speech as most job information is received verbally. Good communication at the parts counter with Technician customers is required.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.