



Job Title: Parts Room Specialist, Transportation

Department: Transportation
Reports To: Fleet Operations Manager
Grade: MT-10
Number of Days: 12 Months
Overtime Status: Non-Exempt
Last Revised Date: July 29, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Receive parts from vendor correctly enter data into Fleet Management software, and Financial Management software. Perform accounting and budgeting functions as assigned. Drive school bus as assigned

Minimum Qualifications:

- DOT physical, State of Oklahoma School Bus Driving Certificate
- Advance knowledge in diverse fleet maintenance, and repair

- Must be willing to acquire a class “B” CDL with passenger, air brake, and school bus endorsements

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Contact pre-approved vendors for the purpose of ordering parts and supplies within established guidelines as requested by techs or supervisors
- Enter invoice data into the appropriate work order within the Fleet Management software
- Verify that the total encumbered funds for each vendor is sufficient to cover purchases
- Request AOR when necessary to purchase from a vendor that has not been pre-approved
- Maintain MSDS book and product data sheets
- Maintain a supply of safety equipment and issue to bus drivers and driver supervisors as needed
- Other Duties:
 - Establish a rapport with new and established vendors
 - Attend computer and garage related classes
 - Maintain Outlook tasks and phone messages related to primary duties
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verification of encumbered money
- Maintain inventory of parts and documentation
- Positive attitude, strong self-initiative, and a desire for continuous self-improvement
- Must be willing to work varied shifts

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Office conditions and maintenance department surroundings.
- Daily communication with mechanics, shipping and receiving department, work order desk, and garage management.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.