
Position:	Vehicle Control Technician	FLSA:	Non-exempt
Department/Site:	Transportation	Salary Grade:	15
Reports to/Evaluated by:	Manager of Vehicle Maintenance	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, the purpose of the position is to provide district vehicle operations support involving routine inventory work, e.g., receiving, stocking, issuing and maintaining a variety of materials, supplies and equipment. Position is responsible for the accurate maintenance of inventory. billing and work order records. Facilitate transportation of parts, equipment and machinery to ensure vehicle maintenance is completed in a timely manner. Works independently to carry out well defined but sometimes technically complex and analytical duties.

DISTINGUISHING CAREER FEATURES

Advancement is possible along either the transportation or purchasing path with additional education and training specific to the area of choice. Work contacts extend beyond the department to other District staff and facilities and outside vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs parts inventory work in accordance with pre-established policies and procedures and in accordance with prescribed safety precautions and directions. Receives, stocks and inventories parts, materials, equipment and supplies picked up from or delivered by vendors.
- Locates and retrieves vehicle parts for vehicle maintenance personnel; stocks and returns parts and equipment.
- Oversees and facilitates the organization and stocking of the parts and supplies storage areas. Ensures the maintenance, cleanliness and organization of parts supply room.
- Maintains accurate inventory records of vehicle parts and materials; prepares and maintains various records, reports and files for the issuance of parts and supplies.
- Maintain current software programs throughout the vehicle maintenance department. Assessing and completing updates on computers and printers.
- Maintains open communication with vehicle maintenance personnel, supervisors and vendors for the dissemination of information and the inventory and procurement of supplies and materials.
- Operates various vehicles and equipment, e.g., cars, trucks, forklifts, and golf carts.
- Generates monthly fuel, hours worked, and various additional reports to aid in the advancement of vehicle maintenance processes.
- Supervises the operation of the parts department to maintain an organized, updated parts department and ensure continuity of service throughout the two shifts.

- Facilitate the maintenance program for all golf carts throughout the district; ensuring inventory reports are accurate at all times.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of vehicle maintenance requisition, purchase order, vendor invoice and vendor delivery slip processing procedures. Must know methods and practices of issue, receipt and inventory control for parts, supplies and equipment. Needs a good knowledge of vehicle mechanical parts and the terminology associated with those parts. Solid knowledge of computers and database programs essential. Requires good communication and telephone skills.

Abilities: Requires the ability to perform all of the essential duties of the position with minimum supervision. Must be able to keep accurate and current records of shop transactions and prepare clear and concise reports. Must be able to maintain a computerized fleet cost control and management records system and maintain a computerized vehicle preventive maintenance records system. Requires the ability to lift and move heavy objects. Must be able to communicate on routine and sometimes technical issues within the department, other District staff and outside vendors. Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 – 50+ pounds.

Education and/or Experience High School diploma or equivalent; supplemented by one (1) year responsible experience with vehicle mechanical parts or other parts inventory systems required.

Licenses or Certificates: Requires valid California Driver's License, Power Industrial Truck and Forklift License and valid First Aid/CPR Card.