

Job Title: **Manager – Transportation Stores**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 14

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to supervise all stocking, selecting, slotting, shipping, receiving, and inventory within the School District Transportation Parts Warehouse and oversee operations relating to District-wide fuel accounting and dispensing systems.

ESSENTIAL JOB FUNCTIONS

- Supervises the storage, slotting, selecting, issuing, and receiving of all automotive and related parts and supplies.
- Supervises the maintenance of perpetual inventories and the preparation of detailed stock records and fuel accountability records.
- Oversees the data collection of District Fuel Site tank readings to provide information necessary for ordering and maintaining proper levels of fuel and oil for the District school bus and support fleet vehicles.
- Monitors the daily operation of all District fuel sites and fuel accounting systems.
- Ensures that all fuel accounting system equipment, fuel dispensing equipment, and fuel storage tanks are in good working order.
- Processes purchase orders, receiving reports, requisitions, and computer generated reports and handles other administrative and clerical duties as necessary.
- Ensures that vendor invoices are correct and processed to Accounting.
- Maintains the processing of purchase orders.
- Orders needed parts and required services from vendors and coordinates with the Purchasing Department.
- Initiates tracking and expediting actions on ordered materials.
- Provides supervision with detailed information regarding stock reorder points and suggested order quantities.
- Prepares bid specifications with Transportation Management and evaluates bids on stocked materials.
- Maintains positive relationships with staff and vendors.
- Works closely with the Transportation Department in the support of transportation maintenance needs.
- Works with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records.

- Works with the Purchasing Department, freight lines, and other shippers to properly receive materials shipped to the Warehouse.
- Works with the Purchasing Department to evaluate bids, solves any inventory quality problems, and acquires necessary non-stock parts.
- Works with the Accounts Payable Department to resolve invoicing problems.
- Works with the Director of Accounting to ensure that correct fuel usage data is submitted to the appropriate governmental agencies.
- Works with the Facilities Planning Department and regulatory agencies to maintain fuel sites within required statutes and regulations.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Promotes and supports professional growth for self and others.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employee action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree in a Business/Industrial Management field.
- Minimum of two (2) years of experience in automotive storekeeping or warehousing and procedures in inventory bookkeeping with minimum of one (1) year serving in a supervisory capacity.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display working knowledge of automotive stocking and slotting methods and practices.
- Requires the ability to display good working knowledge of various types of automotive parts and supplies.
- Requires the ability to display knowledge of basic computer skills in spreadsheet programs.
- Requires the ability to display working knowledge of effective methods of supervision.
- Requires the ability to display effective oral and written communication skills.
- Requires the ability to display possession good mathematical skills.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

- Requires the ability to prepare and/or process purchase orders and maintain inventory.
- Requires the ability to make recommendations that impact the budget and manage the transportation parts and supplies budget within the assigned department.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, fingering, grasping, mental acuity, and repetitive motion.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: