

Job Title: Parts Supervisor

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Director of Maintenance

DEPARTMENT: Maintenance

WORK SCHEDULE: Varies, typically M-F

SUPERVISION EXERCISED OVER: N/A

Location: 2250 Florida Blvd.

How to Apply:

Submit an internal application to the front desk or through the CATS website www.brcats.com/careers. Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (include date(s) of employment and date(s) educational degree was obtained)
- 3) Names and contact information of three work-related references to:

Human Resources

HR Fax: 225.346.3249

HR Email: catscareers@brcats.com

MINIMUM QUALIFICATIONS: A high school diploma or equivalent and one year of experience in inventory control, parts distribution or related field.

Preferred Qualifications: Associates or Bachelor's degree from an accredited college or university in Business, Management or related field

SUMMARY: The Parts Supervisor is responsible for the acquisition of parts and equipment for the Capital Area Transit System. The incumbent is ultimately responsible for the effective execution of all activities in the Parts Department and activities involving direct interface with maintenance and operations. Also, responsible for the safety and security of all materials stored in the Parts Department as directed by maintenance, operations or management.

ESSENTIAL DUTIES:

- Orders materials and supplies for the efficient operation of the Maintenance Department
- Issue Purchase order
- Maintain part books and competitive pricing
- Maintain parts, fuel and oil inventory
- Do a daily walk around to see what needs to be ordered
- File yearly DEQ reports
- Receives parts, materials and supplies verifying quality and quantity for acceptance
- Unpacks, inventories and stock items
- Operates forklift to unload and stock supplies
- Enters parts received, ordered and issued into computer database as required
- Researches part numbers and description in parts manual
- Distributes stock among workers as needed, keeping records of material issued, and input of work order information in the computer as needed.
- Performs other duties associated with partner department and as directed by supervisor.

KNOWLEDGE REQUIREMENTS:

Knowledge of the FIFO inventory management and the ABC stock classification system, working knowledge of computer systems, good oral and written communication skills, knowledge of the FleetMax system, ability to work in a team environment, ability to respond to urgent inventory needs, ability to lift equipment weighing up to fifty pounds, ability to create and maintain an accurate filing system for Parts Department, ability to generate extensive computerized reports.

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