King County
Classification Specification

4112100
TRANSIT PARTS SPECIALIST

Class Summary

The responsibilities of this classification include maintaining accurate inventories of diverse types of parts, equipment, and supplies required to support transit fleet and facility maintenance.

Distinguishing Characteristics

This is the first level in a two-level classification series. Work involves maintaining a complete inventory of the parts, components, accessories, and supplies necessary to sustain fleet repair operations and maintenance of transit facilities. Work includes ensuring the accuracy of inventories in automated vehicle maintenance systems, resolving inventory discrepancies, verifying shipments and billing, and assisting fleet maintenance personnel by identifying and issuing required inventory items. Work also includes operating material handling equipment, forklifts, automotive and similar equipment. Work requires incumbents to learn and transfer new and expanded knowledge and skills as parts, components and materials are modified and updated. Work also requires compliance with all applicable federally mandated safety-sensitive requirements. Work is performed under the general supervision of a Lead Transit Parts Specialist and higher-level vehicle maintenance supervisors.

Examples of Duties

1. Order, receive, inspect, store and issue a wide variety of inventory for automotive, coach, and heavy-duty equipment repair and maintenance; order, receive, inspect, store and issue a wide variety of inventory for building maintenance and repair; pick-up and deliver parts and supplies to other transit locations as required.
2. Maintain appropriate stock levels through cost-effective inventory control; maintain manual and automated processes to accurately maintain vehicle maintenance and inventory database systems; prepare, distribute and maintain material documents.
3. Process all phases of inventory changes, including collecting and processing inventory for sale or salvage; research inventory needs, prepare and stock materials to designated locations; conduct periodic inventory cycle counts and spot checks.
4. Research unusual or hard-to-find parts, accessories, and supplies; assist mechanics and other shop employees in identifying and obtaining required parts, components, and supplies.
5. Request stock transfers from other parts rooms to replenish stock; order special stock or supplies from outside vendors in emergencies when stock is not available internally.
6. Check incoming stock against slips, bills of lading, purchase orders, and delivery receipts; enter inventory arrivals into inventory databases; charge inventory items to appropriate cost centers.
7. Prepare appropriate storage space for incoming stock. Load and unload stock and stock shipments using warehouse equipment such as forklifts and overhead cranes.
8. Perform special projects as requested, including researching cost estimates, order-to-ship times, minimum order points, and new product evaluation in terms of price, quality, warranty, and delivery; prepare and assemble parts kits for storage and later disbursement.
9. Perform other duties as assigned.

Knowledge/Skills

Knowledge of parts room operations and inventories that support a large fleet of automotive and heavy-duty equipment as well as large-scale transit repair facilities

Knowledge of the parts that comprise gasoline and diesel-powered engines as well as drive trains, hydraulic, pneumatic, electrical, suspension, and related systems

Knowledge of inventory control and warehousing methods and practices

Knowledge and understanding of parts catalogs and technical specifications for automotive, coach, and heavy-duty equipment, as well as building maintenance parts and supplies

Communication skills

Customer service skills

Interpersonal skills

Skill maintaining automated parts inventory systems

Skill in basic mathematics

Skill in the operation of warehouse equipment

Skill in effectively handling multiple competing priorities

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

Licensing, Certification and Other Requirements

Washington State Driver License

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Non-Exempt
Service Status	Career Service
EEO Code	6
Levels within the same series	Transit Parts Specialist, Transit Parts Specialist – Lead
Class History	10/2010 – Updated description; changed format 08/2022 – Updated requirements