



**Rogue Valley Transportation District  
Position open 07/17/2023 until filled.**

**Title:** Maintenance Parts Clerk  
**Department:** Maintenance  
**Reports To:** Fleet Maintenance Supervisor/Manager  
**FLSA Status:** Full-Time - Non-Exempt  
**Hourly Wage:** \$28.14- \$33.84 Hourly

**SUMMARY**

The Maintenance Parts Clerk is responsible for the day-to-day oversight of the maintenance parts department and procurement to include, parts inventory and ordering, data entry, parts warranty and returns, and purchase tracking.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process day to day invoices and credits, checking for accuracy against bill of lading.
- Ensure proper budget codes are applied to purchases.
- Prepares procurements, following RVTD and FTA policies.
- Track purchases from order placement until arrival.
- Order parts and supplies as needed or requested.
- Maintain Safety Data logs ("SDS") with current data for new products.
- Maintain parts stock room and warehouse organization.
- Log all incoming parts into inventory management system.
- Monitor physical parts inventory against computed inventory.
- Assist with annual department inventory.
- Manage parts warranty administration and returns.
- Compares vendor quotes and bids for accuracy ensuring compliance with RVTD policy.
- Input vehicle data, parts, and work orders into vehicle maintenance software, assure accurate data is entered and monitor for irregularities in vehicle history.
- Maintain a working knowledge of and adhere to all RVTD policies and procedures.
- Act as a positive representative of the District.

**SECONDARY FUNCTIONS:**

- Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position has no supervisory responsibility.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma or GED
- One year certificate from college or technical school; or three (3) to six (6) months related experience and/or training; or equivalent combination of education and experience.

### **OTHER SKILLS:**

- Computer proficient with Microsoft 365 (Office) including Excel.

### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Class B CDL with passenger endorsement is desirable or be able to obtain one within 180-days of hire.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use the hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to reach with hands and arms; and kneel. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include visual acuity at close range and at a distance.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOW TO APPLY:** Those interested may apply online at: <https://rvtd.org/about/employment-opportunities> or obtain an Employment Application from Human Resources – RVTD Administration Building, 3200 Crater Lake Ave, Medford, OR 97504, or email Lynn Dufur, HR Manager at: [ldufur@rvtd.org](mailto:ldufur@rvtd.org).