

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PARTS AND SHOP SPECIALIST

Reports To: Assistant Director, Transportation Services

UW Job Code: 5078

UW Job Family: 62 - Crafts/Trades

SOC Code: 49-3090

FLSA: Non-exempt

Pay Grade: 17

Date: 5-13-21

JOB PURPOSE:

Order, stock and distribute automotive/transit and equipment parts and tools, and maintain inventory records on computer. Assist in all other repairs and preventative maintenance as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Order and maintain parts, tires, and fluid inventories.
- Distribute parts and equipment to meet technician's repair order needs.
- Oversee the flow of parts and equipment internally.
- Assist in the pricing of parts for job estimates.
- Maintain parts rooms, tools, equipment, and shop area to ensure availability and safety.
- Prepare written reports such as parts inventory and inventory audits.
- Create P.O's (work orders) and order parts.
- Ship and receive parts, and catalog items.
- Examine and return defective parts.
- Perform alignments, rotate, mount, dismount and balance tires, and perform minor vehicle repairs when needed.
- Assist with pick up/delivery of University vehicles.
- Monitor, re-order, and perform minor repairs for the University's fuel island.

SUPPLEMENTAL FUNCTIONS:

- May assist supervisor in assigning and/or scheduling work, ordering parts, and managing work orders.
- Keep supervisor notified of shortage/backorder log of parts and equipment.
- Assist Fleet and Transit Operations in maintaining, organizing, monitoring and auditing parts inventories.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other professional development activities.

COMPETENCIES:

- Collaboration
- Consistency
- Safety Awareness
- Service Orientation
- Analysis/Problem Identification
- Independence
- Adaptability
- Attention to Detail

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **1 - 2 years automotive/equipment parts and supply clerk experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Inventory management.
- Hydraulic and pneumatic equipment/lifts.
- Occupational hazards and safety precautions of the trade.
- Federal, state and local codes and ordinances pertinent to automotive and maintenance areas.
- Safe work practices.
- Automotive and heavy equipment repairs and maintenance.
- Manufacturer warranties and stipulations.

Skills and Abilities to:

- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Apply mechanical repair and maintenance of assigned vehicles, equipment and machinery.
- Use hand/eye coordination and manual dexterity to sufficiently and safely operate the tools and equipment necessary to perform essential functions.
- Use endurance and dexterity required for maintaining awkward positions such as climbing, stooping, and twisting for extended periods of time and in various weather conditions.
- Move and manipulate heavy objects (50-100 pounds) regularly.
- Read, understand, follow, and enforce safety procedures.
- Understand and follow complex, detailed technical instructions.
- Diagnose and repair vehicles utilizing computer diagnostic software.

- Use hand and power tools applicable to the trade.
- Perform inspections and make necessary adjustments to conform to job specifications.
- Test systems and/or operations in compliance with published standards.
- Diagnose defects in a wide variety of fleet equipment.
- Interpret and work from service manuals, specifications, and diagrams.

WORKING CONDITIONS:

Shop/garage environment and vehicles; regularly exposed to outdoor conditions, noise, fumes, vibration and electrical, mechanical, chemical, and fire hazards; occasionally subject to confined spaces, poor lighting, and elevated heights; regular travel to repair or transport disabled vehicles.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.