



REGIONAL TRANSPORTATION AUTHORITY
NOTICE OF JOB VACANCY - INTERNAL/EXTERNAL POSTING
An Equal Opportunity Employer M/F/D & A Drug/Alcohol Free Workplace

Job Title: Parts Clerk

Job Posting #: 2008-14

Date Posted: August 21, 2008

Deadline: September 5, 2008

Work Location: As Assigned/Varies

Hourly Rate: \$10.17

Number of Openings: 1

Type of Opening: Full-Time

FLSA Status: Non-Exempt

Grade: 54

General Information: The Corpus Christi Regional Transportation Authority is looking for a qualified individual to fill the position of Parts Clerk. To apply for this position submit an application to the RTA Human Resource Department located at 5658 Bear Lane, Corpus Christi, Texas 78405. For more information please visit our website at <http://www.ccrtta.org> and click on "Careers". To be considered all applicants must complete an employment application, with proof of education and submit application by the deadline listed above.

Position Summary: Under the direct supervision of the Manager of Operations, serves the maintenance department with parts support and technical advice to maximize the number of buses on the road.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Maintains adequate inventory of parts and tools for bus repairs and service.
- Identifies and supplies parts and tools to mechanics.
- Locates parts from vendors and generates purchase orders.
- Evaluates vendor parts, expedites delivery; loads and unloads trucks and checks in freight.
- Packages and ships freight; tags and organizes all parts received.
- Performs monthly cycle counts.
- Maintains accurate inventory of parts.
- Performs data searches as required, maintains computerized records, and prepares reports as required.
- Assists with special orders and orders shop supplies.
- Reports accidents and incidents to lead/supervisory personnel as they occur, promptly completing all reporting documentation.
- Maintains work area in clean and safe working condition, emptying trash containers, putting up cleaning materials and equipment, cleaning up spills.
- Maintains a dependable attendance record.
- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationship with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

Qualifications include:

Knowledge of:

- Mechanical and technical aptitude and knowledge;
- Basic knowledge of diesel engines and mechanical diagnostic skills;
- Basic literacy abilities in order to use checklists, maintain vehicle records, and mix/use cleaning solutions and materials properly and safely;
- Standard safety procedures and precautions;
- Demonstrated verbal and written communication skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Perform catalog research for parts;
- Read parts manual and order correct parts from manual;
- Safely operate a car, van or truck;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Basic computer skills to generate purchase orders and conduct online parts searches;
- Basic oral and communication skills; and
- Effective interpersonal skills.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** High school diploma or GED.
- **Experience:** Minimum two (2) years related experience.
- **License or certificate:** Must possess a valid Texas Driver's License on the date of application as required for position to operate RTA vehicles.

Working Conditions and Physical Requirements:

While performing the duties of this job the employee will predominantly work in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts; high, precarious places, and high noise levels. Employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. Shift work including nights, holidays and weekends is required. Overtime and extended work hours are required. The noise level in the work environment is moderate to high. Standard physical activity includes, but is not limited to, standing for long periods of time, and walking activities. Essential & marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 50 lbs and store at shoulder height or higher.

It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Director of Business Development and Compliance or the Manager of Human Resources.