

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

TRANSPORTATION PARTS/INVENTORY SPECIALIST<u>FACILITATOR</u>

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in bookkeeping, accounting, property and inventory control
- Working knowledge of property accounting and inventory control procedures
- Considerable knowledge of office practices and procedures
- Familiarity with automated inventory control systems
- Ability to demonstrate initiating responsibility and independent judgment without direct supervision
- Valid Florida driver's license

Performance Responsibilities:

- Prepare requisitions for purchase orders on mainframe; complete purchase orders and approve invoices for payment
- Maintain budget and do budget amendments as necessary to keep accounts in balance
- Update records on transportation database from purchase orders, work orders, daily fuel log, parts requisitions and field trip requests.
- Balance fuel consumption and inventory daily and order fuel as needed
- Receive, verify and stock inventory when delivered and disburse to mechanics when needed
- Provide reports to schools and departments that contain cost of fuel and maintenance on their vehicles
- Have available a report with a breakdown on the number of activity, athletic, and enrichment trips taken by each site
- Track and provide reports with cost of Saturday School, YMCA swim class, Votech and after school activities
- Prepare monthly financial reports by district account numbers for the Finance Department to transfer funds accordingly for reimbursements
- Bill non-school accounts (YMCA, PHSC, etc.) and schools' internal accounts for field trips; verify check is received and account is paid
- Prepare monthly fuel report for the Finance Department with beginning balance, quantity purchased and used and ending balance for state fuel tax refund
- Provide quarterly off-road fuel report to the Finance Department for their state report requirements
- Track and maintain on file monthly maintenance and fuel costs for all county owned vehicles
- Track and keep updated history (make, year, vin, date purchased, and amount, etc.) on all district-owned vehicles
- Assist in the purchase (tag, title, invoice) of all new vehicles purchased by the district
- Maintain current school bus inventory for district and Department of Education

- Responsible for the physical inventory done at the end of year for repair parts, tires, tire tubes and fuel
- Provide necessary reports and documentation (purchase orders, invoices, repair orders) to State auditor
- Maintain transportation personnel directory on database and provide reports (seniority, bus drivers' physicals, CDL, phone directory, etc.) as requested by the director
- Perform other duties as assigned by the Director of Transportation and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level K

Job Code:

78027

Board Approved: 07/18/00

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015