

POSITION DESCRIPTION

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DEPARTMENT/LOCATION <u>Maintenance Department / assigned terminal</u>	
POSITION/TITLE <u>Senior Parts Manager</u>	
Approved By: <u>Dan Flanagan</u>	<u>27 December 2011</u>
<u>Department Head</u>	<u>Administration</u> <u>Date</u>

I. PRIMARY OBJECTIVE OF POSITION

Manage the maintenance parts and purchasing program

II. MAJOR RESPONSIBILITY AREAS

- Take charge of all terminal / shop inventories
- Manage all monthly inventories
- Audit all inventories and spending at all company facilities to include equipment tires
- Responsible for the department's \$50M parts inventory

III. DUTIES AND RESPONSIBILITIES

- Set up all shop inventories in the same manner (by system code)
- Set all high and low order points for ordering parts for inventory
- Inventory and control all trailer hoses and fittings
- Inventory and have complete control of all tire inventories
- Report on and set goals for all dormant parts
- Work with vendors to set up national accounts and negotiate pricing
- On a regular basis, audit all inventories
- Receive monthly inventories and proceed accordingly depending on the out-come
- Report on a monthly basis, all losses
- Provide parts training to all facilities to include managers, supervisors, and mechanics
- Travel to facilities for training, audits, inventories, inspections and vendor visits
- Other duties that the department VP may deem necessary

IV. REQUIREMENTS

- A diploma from an accredited high school is required. A diploma from an accredited college (two year degree in either mechanical repair of trucks or automotive) is preferred. Five years experience in the parts room area as a supervisor or a shop supervisor is required.

Statements included in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.