

BAVARIAN TRUCKING COMPANY PARTS CRIB ATTENDANT JOB DESCRIPTION

The Crib Attendant is responsible for maintaining computerized inventory, purchasing, and the issuing of various parts, limited tools, and supplies to Bavarian personnel as needed.

CORE RESPONSIBILITIES AND FUNCTIONS

The minimum performance expectations include, but are not limited to, the following tasks/functions:

- Daily accounts payable processing, i.e., invoices and credit card transactions;
- Must possess necessary computer skills, including the use of Microsoft Office: Excel, Outlook, and Word. The Ideal candidate will also have a strong working knowledge of computerized inventory management systems;
- Ability to clearly and effectively communicate with others using email and handwritten notes;
- Coordinates a prompt, efficient, and timely flow of paperwork;
- Directs shipping and receiving efforts to ensure timely processing;
- Records and maintains parts purchase and expense records, which provides an audit trail on all purchases;
- Keeps an annual physical inventory of parts room, and all service vehicles;
- Performs a periodic parts spot check of inventory to check accuracy of inventory
- Requests and records bids on parts by receiving at least three (3) bids on compatible parts, as required by policy, and keeps the quality of parts in consideration;
- Orders parts, striving not to overstock, but taking advantage of bulk or quantity buying on fast moving inventory;
- Assures technicians are adequately supplied with all parts and materials as needed;
- Records parts and materials on shop repair orders, parts used, brief description of work;
- Maintains a clean and safe work area by keeping the parts room neat and orderly by consistently performing the necessary required housekeeping;
- Observes and promotes safe work practices and procedures;
- Ability to perform safety analysis and use the appropriate task-oriented PPE when necessary;
- Takes all necessary and reasonable precautions to protect the equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Director of Safety or Facility Manager immediately, or as soon as reasonably possible;
- Complies with and supports all Bavarian's policies and procedures;
- Performs other duties as assigned by Facility Manager in accordance with Bavarian policies and procedures;
- Works to achieve and maintain full ASE endorsement for Parts Manager;
- Establishes and maintains files and records.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and maintain detailed records and inventories. Must have the ability to work cooperatively with others.

EDUCATION AND EXPERIENCE

Candidate must possess a high school diploma or equivalent in combination with prior successful parts crib attendant experience. An ASE Certification is desirable.

SPECIAL REQUIREMENTS

Candidate must possess a valid Kentucky Drivers License and reliable transportation. Candidate must be of good moral character with a genuine desire to produce quality-oriented results.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed in a variety of settings such as but not limited to the maintenance shops, parts room, and surrounding environment. Physical activities are required, such as but not limited to kneeling, reaching, stooping, climbing parts crib steps, frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.

COMPENSATION

Commensurate with experience and regional industry averages