


Position Identification			
Position Title	Partsperson		
Position Replaces	N/A		
Position Level	Employee	Position Code	1136
Pay Group	Group 7	Date (last revised)	Sept -23
Supervisor Title	Supervisor, Stock Room	Sup. Position Code	1149
Additional Requirement	CRC	N/A	
Division	Asset Management	Flexible Work Arrangement	N/A

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Warehouse is an integral part of the Supply Services department and works to safely store and maintain all parts and materials that are required to operate our busses and facilities across the province of British Columbia.

Job Overview

Reporting to the Supervisor, Stock Room the Partsperson is responsible for maintaining and controlling a computerized inventory of materials for use by BC Transit's maintenance shops, including issuing stores material to maintenance personnel, ordering stock from suppliers, preparing requests to stock new items and monitoring re-order points, receiving, unloading, verifying and storing stock shipments from suppliers, shipping and receiving items to and from the Municipal Systems, promptly and accurately entering materials transactions to the Vehicle Maintenance System, and performing inventory counts.

The position performs a variety of clerical duties for the stockroom function, including maintaining files, preparing forms and requisitions, maintains a supply of laundered coveralls, towels, and rags. Operates equipment to transport parts and barrels within the transit centre areas and operates a motor vehicle to transport items from local suppliers and to deliver parts between transit centres as required.

Key Accountabilities and Expectations	
Key Accountability	Expectation
Inventory	<ul style="list-style-type: none"> • Issuing stored material to maintenance personnel including locating and retrieving appropriate items from storage locations and entering the appropriate transaction to record stock usage in the Vehicle Maintenance System using bar-coding equipment or computer terminal. • Ordering non-inventory stock from suppliers including liaising with consignee and suppliers to research, determine and locate the correct items for order, researching and preparing requests for new items to be added to inventory and monitoring stock re-order points. • Receiving all stock by unloading shipments of parts and supplies from motor vehicles or forklift pallets, verifying that shipments contain the correct items and that items are not damaged, and recording each shipment in the receiving register. • Placing stock items received into appropriate bins, shelves, or storage areas, recording each item using bar-coding equipment and uploading the data into the Vehicle Maintenance System, and delivering non-inventory items to consignee. • Selecting, packaging, shipping and invoicing inventory and non-inventory items to the Municipal Systems and vendors, recording each shipment in the shipping register; receiving all core returns from Victoria maintenance shops and the Municipal Systems, recording each return in receiving register, initiating the appropriate return or repair process, and returning rebuilt components back into physical and system inventory. • Maintaining stockrooms and offices in a clean, tidy, and organized fashion. • Maintains a supply of laundered coveralls, towels and wiping rags as required. • Performing cyclical section and year-end inventory counts to verify system inventory levels, carrying out an appropriate search to locate missing items and generating system variance reports for supervisor review as required. • Expediting overdue orders or priority items by liaising with or travelling to local suppliers, picking up and transporting items with company vehicle.
Administration	<ul style="list-style-type: none"> • Maintaining a file of standing and non-inventory purchase requisitions, updating catalogues and bin labels. • Preparing and processing non-inventory requisitions for signatures by responsible department.

	<ul style="list-style-type: none"> • Preparing and processing requisitions for reorder of oils, greases, solvents, soaps, road salt, First Aid supplies, etc. as required. • Preparing forms for campaign material requirements such as Flyer parts replacement, Operator workstation retrofit, etc. or for return of materials to vendor, etc.
Physical Demands & Work Environment	<ul style="list-style-type: none"> • Operates a handcart, forklift, or pallet jack to transport parts and barrels within the transit centre areas. • Creates stockroom locations for new stock items and delivers stores material between transit centres using company vehicle. • Use various hand tools and power tools, including pneumatic staplers, skill and reciprocating saws, hammers, pry bars, banding machines, cutters, suction cups, crimpers, scanners, hydraulic lift tables, pallet jacks, hand trucks, dollies, and chain hoists. • Drive parts vehicle and forklift occasionally • Lift and carry vehicle parts and accessories between ground level, waist, and occasionally overhead. • Push and pull carts, hand trucks, dollies, and pallet jacks. • Frequently reach from ground level to shoulder height, and occasionally overhead. • Forward bending, squatting, crouching, or kneeling when picking and storing items. • Walk and stand frequently throughout the day. • Climb stairs and ladders (4'-12'). • Works outside (10% - 20%), mostly involving forklift use, travelling across transit yards and, meeting taxis for parts delivery. • Works inside (80% - 90%), with potential exposure to cold air/ drafts from open bay doors. • Occasionally work near moving traffic in transit yards. • Exposure to noise (forklift, delivery trucks, buses, pneumatic tools, building storage containers and moving parts). • Exposure to vibration (pneumatic tools). • Exposure to exhaust fumes, airborne particulates (dust), chemical fumes, hot, wet conditions; or wintry conditions.
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Grade 12 Diploma or equivalent. • Trade Certificate of Qualification (TQ) “Parts Person” or equivalent Red Seal Parts Certification is an asset.
Experience	<ul style="list-style-type: none"> • One (1) year of previous experience in inventory control in a computerized environment. • Familiarity with inventory control software, accuracy and attention to detail, the ability to work under time constraints. • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Ability to organize parts and products efficiently, manage time effectively, and prioritize tasks. • Ensure all inventory records are accurate, and all parts are correctly labeled and stored. • Understand and adhering to safety protocols to ensure a safe working environment.
Willingness Statement	<ul style="list-style-type: none"> • Class 5 driver’s license. • Ability to operate a forklift as required. • The physical demands of the Partsperson requires manual handling of loads between 10 kg and 20 kg on a frequent basis, and up to 40 kg occasionally (NOC MEDIUM-HEAVY Strength Requirement).