



MOVEUP JOB DESCRIPTION

Job Title:	Partsperson	Date:	March 2022
Division:	Asset Management	Location:	Langford - LTC
Department:	Stockroom	Level:	7

Description

The Partsperson maintains and controls 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. 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

The Partsperson maintains and controls an inventory of materials for use by BC Transit's maintenance shops by:

- 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;
- a) Maintaining stockrooms and offices in a clean, tidy and organized fashion;

- a) 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;
 - b) Expediting overdue orders or priority items by liaising with or travelling to local suppliers, picking up and transporting items with company vehicle;
2. Performs a variety of clerical duties for the stockroom function by:
- a) Maintaining a file of standing and non-inventory purchase requisitions, updating catalogues and bin labels;
 - b) Preparing and processing non-inventory requisitions for signatures by responsible department;
 - c) Preparing and processing requisitions for reorder of oils, greases, solvents, soaps, road salt, First Aid supplies, etc. as required;
 - d) Preparing forms for campaign material requirements such as Flyer parts replacement, Operator workstation retrofit, etc. or for return of materials to vendor, etc.
- Maintains a supply of laundered coveralls, towels and wiping rags as required.
 - Operates a handcart, forklift, or pallet jack to transport parts and barrels within the transit centre areas. Creates stockroom locations for new stock items. Delivers stores material between transit centres as required, using company vehicle.
 - Performs related duties as assigned, such being of a minor nature which do not affect the value of the job.

Education and Experience:

- Grade 12 graduation
- Trade Certificate of Qualification (TQ) "Parts Person" or equivalent Red Seal Parts Certification is preferred
- Class 5 driver's license
- Requires one year of previous experience in inventory control in a computerized environment, in which familiarity with inventory control software, accuracy and attention to detail, the ability to work under time constraints, and the ability to operate a forklift has been acquired

Additional Information:

The physical demands of the BC Transit Stock Room Clerk 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)**.

Physical demands may include but are not limited to activities such as;

- Use of hand tools and power tools such as pneumatic staplers, skil and reciprocating saws, hammer, pry bar, banding machine and cutters, suction cups, crimpers and scanners. Larger tools may include hydraulic lift tables, pallet jacks, hand trucks and dollies, and chain hoists.
- Lifting between ground level and waist most often, and occasionally overhead, tools, vehicle parts and accessories.
- Carrying vehicle parts and accessories.
- Push /pull of carts, hand trucks, dollies and pallet jacks.
- Reaching frequently anywhere between ground level and shoulder height, and occasionally to overhead when picking and storing parts and accessories.
- Forward bending frequently required, when picking.
- Occasional squatting, crouching , or kneeling when picking and storing items at low level.
- Combination of walking/standing frequently throughout the day.

- Climbing stairs in buildings and ladders 4'-12'.
- Occasional driving – Parts vehicle and forklift
- Works outside (10% - 20%, mostly involving the use of forklift outdoors, travelling across transit yard to the hazardous materials shed, walking out to the street to meet taxis that sometimes shuttle parts between VTC / L TC).
- Works inside (80% - 90% of work tasks are completed indoors, although bay doors may be left open which allows cold air / drafts to enter the work area).
- Work in close proximity to moving traffic (when walking in transit yards or to meet taxis as noted above).
- Exposure to noise (sound of forklift, delivery trucks, buses in yard, pneumatic ratchets / stapler, general noise associated with building storage containers and moving parts).
- Exposure to vibration (pneumatic ratchets / staplers).
- Exposure to exhaust fumes (from delivery trucks or running buses in the transit yard if bay doors are open), airborne particulates (dust), chemical fumes (associated with carry over of fumes from mechanics area or body shop / paint booth area and fumes inside cargo containers).
- The worker may be exposed to hot conditions; wet conditions; or cold conditions when working outside.