**Job Summary – Parts Specialist**

The Parts Specialist is responsible for locating, analyzing, purchasing, receiving, and tracking all parts, supplies, and equipment necessary for maintenance and operations. This role ensures timely availability of materials, maintains accurate inventory levels, and supports cost control by using a Computerized Maintenance Management System (CMMS) to allocate expenses to the appropriate accounts and equipment. The ideal candidate is organized, detail-oriented, and effective at coordinating with vendors, maintenance staff, and other departments to support smooth and efficient operations.

**Job Title: Parts Specialist**

**Reports To: GM of Shop and Equipment**

**Location: Centeral (Lynchburg)**

**Job Type: Full-time**

**Job Duties**

* Locate and maintain sources for equipment parts, supplies and materials.
* Perform daily activity in a manner that ensures timely location and order of parts using the designated computer tracking system.
* Perform accurate and timely computer transactions including parts issues, stock returns to ensure inventory integrity is maintained.
* Receive, count, and inspect purchased items to ensure accurate quantity and quality.
* Deliver parts and/or company materials to designated locations.
* Process purchase requisitions and purchase orders in a timely manner.
* Prepare informal quotes and evaluate quotes and parts/equipment purchases.
* Do periodic inventory counts of parts room items to ensure proper identification, re-supply needs and proper inventory counts.
* Perform shipping functions in accordance with company and regulatory shipping standards.
* Maintain a clean and orderly stockroom in accordance with company guidelines.
* Data entry.
* Data analysis
* Perform other duties as assigned.

**Job Requirements**

* 2 – 3 years experience.
* Heavy lifting required.
* Operate a forklift and pallet jack.
* Interact with mechanics at a technical level.
* Use parts catalogs to identify correct parts to be ordered.
* Flexible - schedule is subject to change.
* A good understanding of state, local and private requirements and regulations.
* Ability to work overtime and weekend as necessary.
* Team player - work well with others.
* Self-motivated - be able to work without supervision.
* Detail oriented / quick learner.
* Computer knowledge helpful.
* Work under pressure ability to evaluate and solve problems.
* Valid drivers license with satisfactory record.
* High school diploma or equivalency preferred.
* Ability to read, write and speak English.
* Success in this role requires the ability to effectively prioritize time and tasks in a fast-paced environment
* Maintain clear and effective communication with vendors, maintenance teams, and supervisors to ensure timely availability and delivery of parts.
* Manage multiple tasks simultaneously, including processing orders, coordinating deliveries, and maintaining accurate records.
* Identify and resolve inventory or procurement issues quickly by applying strong problem-solving skills.

**Job Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

* Attendance/Punctuality - is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
* Safety and Security - observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
* Teamwork - contributes to building a positive team spirit; puts success of team above own interests.
* Quality - demonstrates accuracy and thoroughness; monitors own work to ensure quality.
* Productivity/Quantity - meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
* Dependability - follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
* Communication - listens and gets clarification; responds well to questions.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions may require maintaining physical condition necessary for standing, walking, bending, stooping, pushing, pulling, twisting, grasping; and seeing and hearing within normal ranges. Must lift and/or move up to 50 pounds unassisted throughout the hour and shift.

 **Work Environment/Tools and Equipment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Vehicle and field environment; travel from site to site; exposure to noise, dust, fumes, vibrations; temperature variations and inclement weather conditions; work around heavy construction equipment. Work on uneven or wet surfaces.

Tools and equipment regularly used; computer, hand, air, and power tools including drills, hammers, torches, welders, cutting tools, grinder, pressure washer, A/C machine, lift, and a variety of shop and hand tools, etc.

Benefits:

* 401(k)
* 401(k) matching
* AD&D insurance
* Dental insurance
* Disability insurance
* Employee assistance program
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Vision insurance

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