

**Job Description: PARTS INVENTORY RUNNER**  
**(ROAD & BRIDGE)**

**CLASS NO.** 2124

**EEOC CATEGORY:** Service-Maintenance

**PAY GROUP:** 12

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs support tasks in the maintenance and repair of road and bridge department equipment and vehicles. Duties include acquiring price bids for repair parts and/or service, picking up parts and/or supplies as indicated by purchase order. Also directly assists mechanics with general equipment repair and maintenance as necessary.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Shop Foreman (Road and Bridge).
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers. Has weekly contact with outside parts and equipment suppliers, and equipment repair contractors.

**EXAMPLES OF WORK**

Essential Duties\*

Travels to private parts vendors to pick up parts, fuel, and oil as indicated on purchase orders;

Assists road and bridge department mechanics in general equipment repair and maintenance as necessary; and

Operates department pick-up trucks, front-end loaders, and forklifts to transport, load, unload, or store equipment parts and supplies.

Other Important Duties\*

Performs such other related duties as may be assigned.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 8/14/2012

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* equipment and parts warehouse practices and procedures; the provisions of the Texas Motor Vehicle Code relating to the operation of heavy and/or light equipment and vehicles; and basic heavy and light equipment repair and maintenance practices and techniques.

*Skill/Ability to:* safely and effectively operate pick-up trucks, front end loaders, forklifts, and other heavy and light equipment; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with co-workers, outside parts suppliers, and equipment repair contractors; and maintain Texas driver's license applicable to job responsibilities and good driving record.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Sufficient education to read, write, and perform basic arithmetic, plus at least one year of related work experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license.

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Chambers County