

# Vehicle Parts Expediter

## Position Details

Class Code: 6305

Job Family: Service/Transportation Worker

Classification: Support Professional

Terms of Employment: [Pay Grade 44 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, picks up vehicle/heavy-duty equipment parts and supplies from vendors and delivers to transportation garages.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Pulls and assembles stock from vehicle/heavy-duty equipment parts department for delivery.
2. Picks up and delivers vehicle/heavy-duty equipment parts for transportation garages.
3. Picks up and returns vehicle/heavy-duty equipment parts from vendors.
4. Prepares parts charge-out sheets for parts delivered.
5. Operates computer terminal to keep parts inventory current.
6. Researches parts selection and pricing of competing vendors.
7. Assists in inventorying vehicle/heavy-duty equipment parts.
8. Delivers parts to mechanics for roadside repairs.
9. Operates forklifts, hand truck, pallet jacket, etc. to move or hoist shipments from receiving platform to storage/work area.
10. Loads and secures supplies on pallets/trucks.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the position, as assigned.

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## Distinguishing Characteristics

Picks up and delivers vehicle/heavy-duty equipment parts between garages and from vendors to Clark County School District garages, on a recurring basis.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to operate computers and software applications.
  2. Ability to identify vehicle/heavy-duty equipment parts.
  3. Ability to communicate clearly, both verbally and in writing.
  4. Ability to follow instructions and established procedures.
  5. Ability to operate a forklift.
  6. Ability to drive a one-half ton or larger vehicle safely and efficiently.
  7. Ability to efficiently lay out pickup and delivery routes.
  8. Ability to assist in compiling and maintaining database records.
  9. Ability to obtain geographical knowledge of Southern Nevada.
  10. Ability to work rapidly with names, numbers, codes, and symbols.
  11. Ability to safely move and relocate heavy objects.
  12. Ability to meet predetermined deadlines.
  13. Ability to work flexible hours or shifts.
  14. Ability to work in confined areas.
  15. Ability to withstand heights and perform work safely.
  16. Ability to work cooperatively with employees, vendors, and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Safe driving record.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

## **Preferred Qualifications**

Knowledge of vehicle/heavy-duty equipment parts.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history issued by the DMV.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District garage facilities, roadside service, parking lots, etc.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; 10-20 lbs., constantly.

### **Physical Demand**

Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, feeling, hearing, climbing and balancing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far

acuity, depth perception, focal length change and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Frequent exposure to vehicle fumes and solvents.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washer, engines, stands, lifting hoists, battery chargers, volt and injector testers, engine analyzer, pullers, drill press, brake bleeder, emission tester, air tools, brake lathes, power and hand tools, computer printers, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 06/22/23
- Created: 08/20/91