

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –  
Bus Repair Facility Parts Room Supervisor

SALARY GROUP: A14

DEPARTMENT: Industry

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 03/10/2015

POSITION #: 024302

I. JOB SUMMARY

Performs highly complex inventory and retail sales work. Work involves coordinating store and warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and supervising offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates, schedules, and conducts physical inventory of property and reviews inventory results; and trains and supervises offenders in the operation of the parts department to include processing purchase requisitions and specifications for the maintenance and repair of buses, heavy duty trucks, and agency vehicles.
- B. Coordinates and provides storage for items that have a seasonal use and disposes of surplus property; conducts investigations on lost property items; and ensures an efficient system of property management and control and recommends improvements.
- C. Coordinates the daily operations of the repair shop to include pick-up and delivery of tools and parts; documents the transfer and disposition of equipment; and maintains manual and automated accounting records of parts used in the maintenance and repair of vehicles and equipment.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning inventory management experience in vehicle parts and repair operation

or

four years full-time, wage-earning experience in a warehouse operation.

3. Experience in the supervision of offenders preferred.
4. Valid Class C Driver License.

Must maintain valid license(s) for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of inventory methods and procedures and related record keeping and reporting.
2. Knowledge of property accounting and state laws governing the handling of state property.
3. Knowledge of automated inventory control systems.
4. Knowledge of parts required to main and repair vehicles to include heavy duty diesel equipment.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to review supply operations for compliance with established procedures.
7. Skill to transfer stock from one location to another.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.

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11. Skill in problem-solving techniques.
12. Skill to train and supervise others.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill to prepare and maintain accurate records, files, and reports.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, constant noise, fumes, smoke, gases, grease, oils, solvents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, fork lift, pallet jack, and automobile.