

# **Worldwide Rental Services**

## **a Division of Worldwide Machinery, Ltd.**

**Job Title:** Parts Manager

**Reports To:** Service Manager

**Working Hours:** 40 regular hours per week, plus overtime as needed

### **Summary**

Work with mechanics, vendors and customers to provide the necessary parts to maintain and repair heavy equipment.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Maintain vendor records

Comparison price parts with vendors

Order, check in and distribute parts as necessary

Maintain inventory of stock parts and components

Track core returns

Maintain neat and organized parts storage area

Coordinate with Parts Driver to deliver and pick up parts

Open and close work orders insuring that all parts and labor costs are updated

Coordinate with Administration to process invoices and work orders for payment

Provide damage quotes/estimates to customers

Ensure that proper documentation of hazardous materials is provided by the vendors and given to Safe Coordinator

Perform other duties as assigned

### **Competencies**

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

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Teamwork** - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to twelve months related experience and/or training; or equivalent combination of education and experience.

### **Physical Demands**

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be required to sit in the driver's position of truck and operating the vehicle for extended periods. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee should be able to determine whether to lift objects manually or utilize cranes, forklifts or other lifting equipment. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds utilizing proper lifting techniques. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Certificates, Licenses, Registrations**

Be able to be certified on forklift and overhead crane operation. Must have valid Driver's License.