

Assistant Manager of Parts

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under general direction and supervision of the Manager of Building Maintenance, the Assistant Manager of Parts will be responsible for all parts and equipment purchases to support our building maintenance staff. This will include obtaining competitive pricing from our vendors and suppliers, overseeing our parts department operations, and overseeing the inventory management system. The Assistant Manager of Parts will manage all parts department activities to ensure all matters relating to delivery, quality, and pricing are promptly addressed and resolved.

ESSENTIAL POSITION RESPONSIBILITIES

- Process orders received from maintenance staff using legacy inventory management system, and plan and execute physical inventory or all parts.
- Receive, generate, and sign requisitions for materials, parts, supplies and tools; obtain requested item(s) or appropriate substitute from stock on hand or through special order; deliver requisitioned materials to various sites and pick up special and/or rush orders from local vendors, as necessary.
- Receive orders from outside vendors; verify incoming goods against bills of lading, freight tickets, invoices or purchase orders; check for accuracy of shipped contents; contact vendor to correct any mistakes made on shipment received.
- Maintain the legacy inventory management system of all stock received and disbursed; conduct physical inventory on a periodic basis to reconcile perpetual inventory records with actual stock on hand.
- Maintain storage area in a clean and organized manner; store potentially hazardous materials including chemicals, cleaning supplies, paint, and lubricants according to federal, state and local standards for the safe handling of these materials; maintain and update Material Safety Data Sheets (MSDS) for these materials and keep them readily available.
- Control the disbursement of frequently used tools and equipment by issuing needed supplies to staff on a daily basis; ensure that staff completes the sign out form for each supply taken; check-in supplies from staff at the end of the day and track down those items not returned to central stores.
- Verify parts being transferred from distribution center to other storerooms by confirming that part numbers, and quantity is correct.
- Ensure all part orders are picked up from vendors accurately and completely by comparing vendor invoices to requests and makes sure all parts have been billed, quantity is correct, and tax has not been charged.
- Unpack, inspect, and verify quality and quantity of parts received against a packing list or invoice.
- Perform daily inventory counts on any stock parts pulled and put away to ensure a constant up to date and ensures inventory is accurate.
- Retrieve and deliver part transfers and vendor pickups to storerooms as well as pick up all returns and paperwork from storerooms and return to vendor or distribution center.

- Perform pre-trip and post trip inspections of vehicle at the beginning and end of shift to ensure vehicle is in proper working order, and there is no damage to the vehicle.
- Assist with projects in distribution center and department wide (i.e., assembling shelving, moving stock part.
- Perform price comparisons between products or between vendors offering the same product and to make purchase recommendations.
- Read and comprehend parts and product catalogs and understand and follows oral and written instructions.
- Communicate orally in a clear and concise manner. Establish and maintain effective working relationships with those contacted in the course of work.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent	<ul style="list-style-type: none"> • Fifteen (15) years of experience in ordering commercial maintenance parts and inventory management and five (5) years of supervisory experience. • Proficiency with using Microsoft Office (Outlook, Excel, and Word). • Warehouse experience in commercial maintenance industry, including parts identification ordering, receiving, stocking, issuing, and maintaining inventory records and proficient in the operation of a Class 4 forklift.
Associate degree with successful coursework in supply chain and operations management	<ul style="list-style-type: none"> • Ten (10) years of experience in ordering commercial maintenance parts and inventory management and five (5) years of supervisory experience. • Proficiency with using Microsoft Office (Outlook, Excel, and Word). • Warehouse experience in commercial maintenance industry, including parts identification ordering, receiving, stocking, issuing, and maintaining inventory records and proficient in the operation of a Class 4 forklift.
Bachelor's degree with successful course work in supply chain and operations management	<ul style="list-style-type: none"> • Five (5) years of experience in ordering commercial maintenance parts and inventory management and five (5) years of supervisory experience. • Proficiency with using Microsoft Office (Outlook, Excel, and Word). • Warehouse experience in commercial maintenance industry, including parts identification ordering, receiving, stocking, issuing, and maintaining inventory records and proficient in the operation of a Class 4 forklift.

A combination of education and experience will be considered.

License and/or Certification:

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.
- A complete driving record will be requested as a condition of employment.

PREFERRED QUALIFICATIONS

- Five (5) years of experience in a mechanical, electrical, or plumbing field.
- One (1) year of experience in an educational and/or governmental environment.
- Experience working in a PreK-12 environment.

PHYSICAL REQUIREMENTS

- Lift and carry up to (50 - 100 lbs.)
- Ability to sit, stand, walk, kneel, stoop, twist, climb, and drive to different sites and locations
- Exposure to the outdoors, chemical and mechanical hazards.

SPECIAL REQUIREMENTS

This position requires the ability and willingness to carry a mobile phone to respond to calls 24 hours a day/7-days a week.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is in the Assistant Manager lane on the Non-Certificated Supervisors Salary Scale, \$96,000 - \$129,109. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.