

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Cynthia Moore

Work Phone: **(608)266-4982**

2. Class Title (i.e. payroll title):

Transit Parts Specialist 2

****PROPOSING CHANGE OF TITLE TO: Transit Parts Specialist (See attached documentation from 1995 dissolving the title of Transit Parts Specialist 1 and Transit Parts Specialist 2 and recreating them into a single position title of Transit Parts Specialist.)**

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Thomas Frisch, Transit Parts Supervisor

Work Phone: **(608)267-8790**

5. Department, Division & Section:

Metro Transit, Maintenance, Parts

6. Work Address:

**1101 E Washington Avenue
Madison, WI 53703**

7. Hours/Week: **40**

Start time: **7:00am**

End time: **4:00pm**

8. Date of hire in this position:

8/20/2001

9. From approximately what date has employee performed the work currently assigned:

We took over general departmental purchasing duties for supplies/products from the Transit Account Clerk 3 position in 2014.

We took over Warranty Administration duties from the non-represented Maintenance Shop Supervisor position in January 2016.

All other duties have been performed since date of hire.

10. Position Summary:

Assist technicians with parts related needs. Receive, inspect and stock transit parts. Prepare outgoing shipments for all departments at Metro Transit. Monitor inventory. Generate orders, enter purchase orders and receive parts into a computerized maintenance system. Process departmental invoices and submit to finance department for payment. Procure general departmental supplies/products. Perform Warranty Administration duties.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Parts Counter Duties

1. **Receive, inspect and stock transit parts in assigned locations.**
2. **Assist Transit technicians with parts related needs.**
3. **Enter parts on computerized repair records.**
4. **Monitor inventory.**
5. **Prepare outgoing shipments.**

35% B. Parts Inventory Duties

1. **Monitor stock levels.**
2. **Generate orders, enter purchase orders and receive parts into a computerized maintenance system.**
3. **Monitor prices on transit parts.**
4. **Process departmental invoices and submit to finance department for payment.**
5. **Procure general departmental supplies/products.**

20% C. Warranty Administration Duties

1. **Procure parts for warranty repairs.**
2. **File claims for parts and labor reimbursement costs.**
3. **Monitor claim status' to verify reimbursements have been received.**
- 4.
- 5.

5% D. Marketing Duties

1. **Unload and inspect ride guide and system map shipments.**
2. **Monitor stock levels on ride guides and system maps.**
3. **Stock ride guides and system maps in designated area for driver use.**
- 4.
- 5.

% E.

- 1.
- 2.
- 3.
- 4.
- 5.

12. Primary knowledge, skills and abilities required:

Ability to use computer and computerized maintenance system. Ability to perform mathematical computations in relation to inventory control and records. Knowledge of related nomenclature, parts catalogs, ordering and inventory control procedures. Knowledge of shipping and receiving duties.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Valid driver's license.

15. Physical requirements:

Ability to lift and carry 70 pounds. Ability to use freight handling equipment (ie: forklift, pallet jack, etc.)

16. Supervision received (level and type):

General supervision by Transit Parts Supervisor

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

Cynthia M. Moore
EMPLOYEE

3/22/17
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.