



**JOB TITLE:** Asset Management Coordinator  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Fleet Manager  
**JOB LOCATION:** Denton, Texas

**LAST REVISION DATE:** 1/2023  
**JOB TYPE:** Full-Time  
**PAY TYPE:** Non-Exempt  
**HOURS:** Standard schedule, with nights, weekends, and holidays, as needed

**JOB SUMMARY:**

The Asset Management Coordinator is responsible for the procurement, receipt, verification, labeling, storage, documentation, and security of all supplies in the parts room. Dispensing of parts and materials to maintenance staff and monitoring inventory to ensure adequate parts are on hand for technicians. Performs routine administrative support to the Fleet Manager and General Manager by performing clerical functions such as entering data and maintaining electronic and paper records.

**JOB FUNCTIONS:**

***These duties are a general representation of the position; assignments may vary***

- Supports the Fleet Manager and General Manager to identify necessary goods and services providing reliable customer service to internal and external customers.
- Stocks, retrieves, and issues parts and supplies; monitors re-order levels and replenishes inventory to maintain proper inventory levels; maintains a clean and orderly parts room.
- Maintains accurate inventory allocation of stock through adherence to proper procedures consistent with daily and weekly cycle counts and annual physical inventory.
- Research vendors and collect prices, specifications, and other data as needed.
- Acquires needed parts and/or services using existing contracts or coordinating with DCTA procurement staff, ensuring all procurement policies/procedures are followed.
- Inspects and match items received and/or issued to packing slip descriptions and quantities; reporting discrepancies to Fleet Manager, General Manager, and DCTA Executive Staff
- Monitors and corrects invoices if required; prepares all delivery papers and issues all parts for technicians; inputs information on work orders.
- Manages the returns of cores and parts to ensure credit from vendors.
- Conducts periodic surveys of price and quality of parts and evaluates vendor performance.
- Establishes and maintains a recordkeeping system for the Procurement, Maintenance and Bus Ops Facility, including but not limited to purchase orders, invoices, vehicle maintenance logs, vehicle inspections, fuel logs, etc., in accordance with all federal, state, and local laws and regulations.
- Provides monthly reports to DCTA's Procurement team and executive management.
- Performs additional tasks as assigned

**REQUIREMENTS TO PERFORM WORK:**

***Essential Knowledge and Skills:***

- Five (5) years of experience in accounting/inventory management for a transit or similar type facility.
- Materials, supplies, and equipment used in equipment parts industries.

- Fundamental principles and practices of public purchasing, material management methods and procedures, particularly automotive equipment parts specialties.
- Principles of vehicle parts management.
- Specific terminology of the equipment parts industry.
- History and format of equipment parts numbering.
- Warehousing/store keeping methods and procedures.
- Inventory control methods and procedures.
- Techniques for establishing sources of supply.
- Principles and procedures of record keeping and inventory management.
- Hazardous materials storage and handling.
- Basic mathematical principles.
- Familiarity with computers used in the ordering and inventory tracking technology, and Microsoft Office Suite.
- Ability to communicate effectively in both written and spoken form; uses appropriate grammar, accurate spelling, and punctuation when communicating through written form; communicates effectively with internal and external customers.
- Time Management and Organizational Skills are a must

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or GED equivalent required
- Previous vehicle parts/inventory experience required
- Experience in supply chain management preferred
- Automotive or trucking background preferred.

#### **PHYSICAL REQUIREMENTS:**

***The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully.***

- Prolonged periods of standing and walking.
- Able to bend, stretch, push, pull, and move to reach, clean, and service machinery.
- Must be able to inspect machines visually.
- Must be able to lift and carry up to 50 pounds.

#### **WORK ENVIRONMENT:**

- Works indoors / outdoors and in inclement weather conditions such as rain, cold or hot temperatures.
- Are often exposed to hazardous situations, conditions, and equipment that result in cuts, bruises, or minor burns.
- Works inside enclosed vehicles, such as trucks, buses, and company compact cars/vans. May work in cramped spaces underneath buses or vehicles that require getting into awkward positions.



- Regularly wear protective gear, such as goggles or earplugs.
- Are exposed to contaminants, such as antifreeze and chemical degreasers, daily.
- Are exposed to distracting sounds, and noise levels may be uncomfortable daily.

**BENEFITS:**

- Medical: 100% Employer Paid for Employees / 80% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 80% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K/Employer Match
- Additional voluntary benefits offered during enrollment