

JOB DESCRIPTION: Parts Department Associate

CLASSIFICATION

POSITION TITLE: PARTS DEPARTMENT ASSOCIATE

DEPARTMENT: PARTS DEPARTMENT

TITLE OF SUPERVISOR: PARTS DEPARTMENT MANAGER

SUMMARY

Qualified candidates must have a positive and enthusiastic attitude, strong attention to detail, computer experience, clean driving record, excellent communication skills, professional appearance, be able to pass a pre-employment physical/drug screen, and a desire to grow in their career with a company that is a leader in the local HVAC industry. Industry experience would be helpful but is not required.

RESPONSIBILITIES

Making deliveries in a company vehicle
Maintain a clean and organized parts area
Driving a fork truck
Receiving and processing warehouse inventory
Purchase order processing
Warranty process coordination
Performing inventory controls and keeping quality standards high for audits
Processing UPS orders
Building and grounds maintenance
Ordering Parts
Helping field service personnel upon request
Perform all other duties as assigned.

REQUIREMENTS

Must be able to lift 100 lbs.

Must have a clean driving record

Must be able to pass a pre-employment physical and drug screen

Understand and follow proper safety techniques.

PHYSICAL DEMANDS

To adequately perform the duties of this job, the employee is regularly and routinely required to sit, stand, walk, stoop, use hands, hear, and talk. The employee frequently is required to reach with hands and arms. The employee must be able to climb ladders, work in hot and cold environments, and work in small crawl spaces. The employee must regularly lift and/or move up to 100 pounds.

WORK ENVIRONMENT

The noise level is usually moderate but will vary. Continual interruptions and changing priorities will daily challenge an employee. This job requires the employee to often work outside, sometimes in extreme temperatures, so an employee must take precautions to remain safe in all weather conditions.

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