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| **POSITION SUMMARY**  Responsible for the timely and efficient operation of the Road & Bridge shop. Maintains time records, service records and reports. Operates communication system to dispatch Foreman’s request and/or equipment to the correct location in a timely manner.  **ESSENTIAL FUNCTIONS / JOB DUTIES**  SHOP   * Maintains security and key systems of the Road and Bridge shop areas. * Keeps shop, office, surrounding buildings and grounds in a clean and organized manner on a daily basis. * Keeps bathrooms clean and organized. * Performs other duties as assigned/required.   RECORDS and INVENTORY   * Logs paperwork to appropriate files. Inputs, organizes and updates data stored on computer. * Maintains fuel reports and records. * Prepares and maintains payroll records. * Orders some supplies and maintains inventory of all supplies, such as tires, filters, repair parts, etc. * Obtains parts from respective warehouses as required. * Moves and places materials required for shop productivity in accessible location where it does not create a safety concern. * Assists with budgeting when requested. * Completes billing and enters bills for the Road and Bridge Department.   COMMUNICATIONS   * Operates communication system: phones, radios, computer, etc. * Communicates with foremen and Director on a daily basis. * Reports to supervising personnel about abuses and time absences. * Greets the public on a regular basis.   EQUIPMENT   * Operates forklift to unload delivery trucks when all other staff is gone or out of the shop or office. * Completes on-the-job training required to operate specialized equipment.   Reference attached detailed list of duties.  **OTHER DUTIES**  Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.   This job description has been approved by:   Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date \_\_\_\_\_\_\_\_\_\_\_   HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date \_\_\_\_\_\_\_\_\_\_\_  EMPLOYEE SIGNATURE  The employee signature below indicates understanding of the requirements, essential functions, and duties of the requirements of this position.  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date\_\_\_\_\_\_\_\_\_\_\_\_\_ | **EDUCATION**  High School diploma or Equivalent (GED) - required  Two years of college or technical school -preferred.  **EXPERIENCE/ SKILLS**  Two years of office management  **LICENSE**  Current Class C Driver’s License  **PHYSICAL REQUIREMENTS/ ABILITIES**   * Operates forklift with proper training. * Frequently stoops, bends, squats and climbs stairs to retrieve parts and service machines. * Ability to move 50 pound objects during regular course of work. * Operates hand tools. * Performs carpentry work.   **SKILLS/KNOWLEDGE**   * Ability to read, write and communicate. * Understands and follows oral and written instructions. * Operates two-way radio, copier, keyboard and computer programs, such as Word, Excel and Google Pro mapping which requires an understanding of files and reports. * Operates tire machine and various shop equipment. * Operates light or medium equipment with minimal supervision. * Uses good judgmental skills to recognize unusual problem(s) and report to supervisor for assistance and/or solution. * Communicates effectively with the public, supervisors and fellow employees. * Exercises professional judgment on an independent basis.   **WORKING CONDITIONS/ ENVIRONMENT**  Works indoors and outdoors on a regular basis, with the primary site being indoors.  Logo, company name  Description automatically generated |

**Shop Clerk**

**Issues Job and Requisitions**

1. Issues job orders on all parts and supplies that are used on any piece of equipment, in the shop, or on yard or crews.
2. Issues job orders on materials and supplies used on any bridge or road projects.
3. Issues requisitions on any parts and supplies received by the department within the shop and yard.
4. Issues warehouse and shipping notices for material placed in stock or shipped.

**Inventory**

1. Maintains computer files on all materials in stock in the shop and yard including the location, price and any other information needed such as vehicle make and the part to be used on it.
2. Updates the information daily showing the dates that the materials were used or received and the amount received or used to give history of usage.

**Radio and Telephone Operation**

1. Answers all radio and telephone calls in a reasonable time.
2. Always records the information correctly when receiving radio or telephone calls and always passes the information on to the proper person.
3. Notifies individuals in the shop when away from the phone or radio for continuation of coverage.
4. Interacts courteously when taking calls from the public.
5. Always ask questions when in doubt regarding a complaint or an important phone or radio conversation, especially in an emergency.

**Ordering of Parts and Supplies**

1. Orders filters, bolts, sparkplugs, ignition supplies, electrical supplies, janitorial supplies, pent rating oil, starting fluids, window cleaner, vehicle washer, antifreeze, cooling additive, fuel additives and other items required by the Shop Foreman.
2. Maintains supply inventory and reorders before they run out.

**Repair Records**

Keeps an accurate record of major repairs completed on a piece of equipment which includes brake repairs, engine replacement, or overhaul, differential replacement, transmission repair or replacement, new tires, change odometer or hour meter and record old meter or mileage information repaired or replacement turbo, hydraulic cylinder or pump repair or replacement, etc.

**Janitorial Duties**

1. Cleans shop.
2. Cleans restrooms daily which includes sinks, urinals, stools and floors.
3. Sweeps break room and cleans coffee pot daily.
4. Mops floor areas once a week unless the weather dictates otherwise.
5. Dumps all trash cans daily.
6. Keeps parts area and all shelves neat and clean.
7. Organizes parts and supplies in parts room and basement off the floor whenever possible.
8. Cleans the basement to keep free from dirt and cobwebs.

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| **Other Jobs Showing Versatility**  Painting, carpentry, mechanical, renovation of equipment. |  |