



POSITION TITLE: SCHEDULING AND PARTS ASSISTANT DEPARTMENT: OPERATIONS LOCATION: NEDERLAND, TX	DATE: FEBRUARY 27, 2017 CLASSIFICATION: NON-EXEMPT REPORTS TO: CEO
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POSITION SUMMARY:
 Performs skilled work and routine tasks involved in assisting in ordering and tracking special order parts and other materials involved in operating the company's day to day cell site maintenance operation. Incumbent is responsible for assisting in the maintenance of a sufficient inventory supply for smooth operation and ensure technicians are equipped with necessary parts to complete work orders. Assists scheduling technicians and assists in providing labor quotes.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

% of Time	Essential Function:	Measured By:
75%	Inventory Management <ul style="list-style-type: none"> • Assist in obtaining bids on special order parts, supplies, tools with an eye towards cost effectiveness and smooth work flow • Works with parts sourcing vendor for availability of parts needed • Inspects parts and supplies for good quality condition • Reviews inventory to insure supplies are recorded in the computer system and are recorded as needed • Reviews work orders to insure that parts are recorded correctly and that inventory is updated • Pick up parts from suppliers as needed • Performs other duties as assigned • Record and analyze the movement of parts. 	<ul style="list-style-type: none"> • Accuracy • Timeliness • Accessibility • Prioritizing / Organization • Knowledge • Resourcefulness • Vendor Satisfaction
25%	Internal Operations <ul style="list-style-type: none"> • Communicates with Customer Service Representatives and field technicians regarding any issues identifying parts needed, availability or pricing • Helps troubleshoot identifying parts needed 	<ul style="list-style-type: none"> • Teamwork • Accuracy • Timeliness • Accessibility • Prioritizing / Organization • Attitude • Management satisfaction

Decision Making: Cost effectiveness of parts
Interaction: Management, Staff, Vendors, Technicians
Problem Solving: Troubleshooting with vendors for proper parts
Supervisory and Management Duties: N/A

Asset Responsibility: phone, computer, hot spot, office/warehouse/parts room keys

JOB SPECIFICATIONS / QUALIFICATIONS:

Education/Training: X H.S. Degree / GED College Degree Certification/License*

Experience: Knowledge of inventory practices, accuracy in keeping records of items received and issued, experience ordering and maintaining inventory

Special Skills and/or Abilities: Must be proficient in Microsoft Office (Word, Excel, Outlook, etc.), calculators and personal computer,

Important Qualities and Characteristics: Organized, trustworthy, patient, resourceful, quick learner, ability to follow through, ability to multi task, ability to solve problems quickly, good attitude, creative.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.

0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

Physical Requirements: # lbs Occasionally (O) / # lbs Frequently (F) / # lbs Constant (C)

Sedentary: 0-10 O / 0-5 F **Light:** 0-20 O / 0-10 F / 0-5 C X **Medium:** 0-50 O / 0-20 F / 0-10 C
 Heavy: 0-100 O / 0-50 F / 0-20 C **Very Heavy:** Exerting in excess of 100 O / in excess of 40 F / in excess of 20 C

Physical Activities: Check all that apply

L - Bending / stooping	M - Standing	L - Lifting	M - Color / Depth perception
L - Reaching above / below the waist	L - Kneeling	L - Repetitive Motions	L - Fine hand & finger movements
L - Pushing / pulling movements	M - Sitting	M - Typing	L - Operate motor vehicle
0 - Climbing stairs / ladders	M - Walking	L - Balancing	G - Operate various equipment
L - Fingering / grasping / feeling			L - Crouching / Crawling

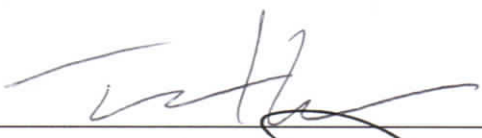
Working Conditions and Schedules:

G - Interacting with co-workers, vendors, and customers.
0 - Exposed at times to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.
L - Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)
G - Office machines, phones, fax, computers, postage meter, etc.
G - Working environment: Cubicle and Office Workspace
M - Available to works nights and weekends.

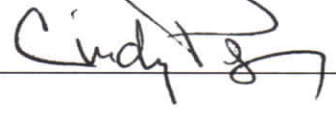
Necessary traits for this position: X Seeing X Hearing Tasting X Smelling X Talking* X Reading* X Writing*

X Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility,
X Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: XEnglish Spanish French Other _____

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature 

Printed Trenton Harper Date 2-27-2017

Manager Signature 

Printed Cindy Perez Date 2-27-17