**JOB DESCRIPTION**

**PARTS DRIVER**

**JOB TITLE:** Parts Driver

**OBJECTIVE**

Delivers and picks up parts and equipment for the dealership.

**PRIMARY RESPONSIBILITIES**

* Picks and delivers parts and equipment to customers, satellite stores, wholesale accounts, and vendors.
* Checks with the parts manager, wholesale representative, inventory control administrator, parts counter people, or shipping and receiving clerk before leaving to coordinate any last-minute pick-ups or deliveries.
* Checks with the body shop each day to determine immediate parts needs.
* Delivers parts to the body shop when needed and distributes them to appropriate body technicians.
* Verifies that invoice matches purchase order for each pick-up.
* Checks payments received with the invoices for each delivery.
* Keeps an accurate log of daily deliveries and pick-ups. Requests recipient's signature on each delivery entry.
* Unloads truck each night. Turns in all paperwork and undelivered parts.
* Handles essential truck maintenance, including filling the tank with gas, checking oil, keeping it clean, and ensuring required inspections are performed.
* Advises parts manager if delivery trucks need major repairs and maintenance.
* Helps maintain the professional appearance of the parts department.
* Assists service department as needed with attendant responsibilities of managing the drop-off and pick-up of customers' cars.
* Helps with stocking and posting orders when they arrive to expedite delivery to shop technicians and wholesale accounts.
* Maintains professional appearance.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* One year certificate from college or technical school; or three to six months related experience or training; or equivalent combination of education and experience.
* Associate degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience or training; or equivalent combination of education and experience.
* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.

**MATH SKILLS**

* Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.

**REASONING ABILITIES**

* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
* Ability to apply common sense understanding to complete written, oral, or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
* Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATIONS and LICENSE**

**Automotive Service Excellence (ASE) Certifications**

* Automatic Transmission/Transaxle Certification for Auto/Light Truck
* Brakes Certification for Auto/Light Truck
* Electrical/Electronic Systems Certification for Auto/Light Truck
* Engine Performance Certification for Auto/Light Truck
* Engine Repair Certification for Auto/Light Truck
* Heating and Air Conditioning Certification for Auto/Light Truck
* Manual Drive Train and Axle Certification for Auto/Light Truck
* Suspension and Steering Certification for Auto/Light Truck
* Damage Analysis and Estimating Certification for Collision Repair
* Mechanical and Electrical Components Certification for Collision Repair
* Non-Structural Analysis and Damage Repair Certification for Collision Repair
* Painting and Refinishing Certification for Collision Repair
* Structural Analysis and Damage Repair Certification for Collision Repair
* Assembly Specialist Certification for Engine Machinist
* Cylinder Block Specialist Certification for Engine Machinist
* Cylinder Head Specialist Certification for Engine Machinist
* Brakes Certification for Medium/Heavy Truck
* Diesel Engines Certification for Medium/Heavy Truck
* Drive Train Certification for Medium/Heavy Truck
* Electrical/Electronic Systems Certification for Medium/Heavy Truck
* Gasoline Engines Certification for Medium/Heavy Truck
* Heating, Ventilation, and Air Conditioning Certification for Medium/Heavy Truck
* Preventive Maintenance Inspection Certification for Medium/Heavy Truck
* Suspension and Steering Certification for Medium/Heavy Truck
* Automobile Parts Specialist Certification
* Medium/Heavy Truck Parts Specialist Certification
* Air Conditioning Certification for School Bus
* Body Systems and Special Equipment Certification for School Bus
* Brakes Certification for School Bus
* Diesel Engines Certification for School Bus
* Drive Train Certification for School Bus
* Electrical/Electronic Systems Certification for School Bus
* Suspension and Steering Certification for School Bus
* Advanced Series - Automobile Advanced Engine Performance Certification
* Advanced Series - Truck Advanced Electric Diesel Engine Diagnosis Certification
* Light Vehicles - Compressed Natural Gas Certification for Alternate Fuels

**I-CAR Certificate of Advanced Training**

* Advanced Vehicle Systems
* Aluminum Repair, Replacement, and Welding
* Detailing
* Electronics for Collision Repair
* Executive Seminar
* Finish Matching
* Glass Replacement
* Plastic Repair
* Steering and Suspension
* Understanding Collision Repair
* Workplace Hazardous Materials

**Other Training, Certification, and License**

* Manufacturer Training
* Paint Manufacturer Training
* State Emission Certification
* State Sales License
* State Vehicle Inspector Certification
* Valid Driver's License

**PHYSICAL REQUIREMENTS**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Parts Driver  
**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_