

As a Tools and Parts Attendant, you will order, issue, and maintain tools and parts for the Equipment Maintenance Division at Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

### **JOB DESCRIPTION**

- Tools and Parts Attendant
- Works under the direct supervision of an Airport Equipment Maintenance Division section Supervisor.
- Serves in the Equipment Maintenance Division in the Engineering and Maintenance Department at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

Is responsible for ordering materials and parts to support maintenance and repair shops at one of the Airports and accurately maintaining inventory records and accounts for all items ordered, received, and issued. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Determines appropriate stock levels and orders parts and materials using appropriate forms and purchasing card (P-card) for small transactions.
- Locates suppliers and sources parts, prices, and availability of items by contacting sources and collecting comparative information while acting within Authority procurement guidelines. Researches potential sources for substitution or fabrication of parts when an original manufacturer no longer produces items.
- Evaluates “equal brands” to identify alternative vendors or products that meet the specifications stated in the solicitation.
- Rectifies monthly charges related to P-Card transactions with the Finance Department.
- Acts as Contracting Officer’s Technical Representative (COTR) on contracts for procurement of parts and materials used by shops.
- Receives and checks incoming orders for quantity, condition, and accuracy.
- Ensures that all parts and materials are logged into the appropriate database; performs quarterly cycle inventories; and maintains inventory records.
- Maintains records on issuance and return of tools and equipment.
- Performs minor repairs and preventive maintenance on shop tools.
- Provides new Material Safety Data Sheet to the Government Programs Engineer.
- Trains and provides guidance to part-time personnel working in the parts department.
- Creates spreadsheets, word processing documents, and data tables to generate reports.
- Drives shop vehicles to vendor locations to retrieve and return parts or escort vendors and contractors onto the airfield.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Four years of progressively responsible experience in tools and parts stock and inventory including:
  - using and interpreting parts catalogs, manuals, and schematics to determine sources and possible substitutions for parts and equipment;
  - applying Occupational Safety and Health Administration (OSHA) regulations and National Fire Protection Association (NFPA) standards to storing and tracking parts and materials; and
  - using standard inventory procedures to account for items ordered, backlogged, issued, and stored and to maintain vendor information.
- Knowledge of heavy industrial, light automotive, electrical, and air conditioning equipment (HVAC) and ability to understand maintenance, troubleshooting, and repair of multiple systems, subsystems, assemblies, and parts on a wide variety of vehicles and equipment.
- Skill in performing maintenance on equipment.
- Ability to make purchases, check statements, reconcile errors, and perform related functions.
- Ability to create clear, concise descriptions and information in the inventory database, so that end-users can find and acquire parts and materials.
- Ability to locate specific manufacturers, distributors, and vendors to obtain needed materials in a timely and cost-effective manner.
- Ability to use precision measuring equipment, such as rulers, standard and digital calipers, analog and digital meters, torque wrenches, and gauges.
- Ability to work safely and knowledge of the safety rules, regulations, and procedures needed to do so.
- Ability to perform basic analyses of data and information.
- Ability to speak and write effectively.
- Skill in using a computer, computerized work order, and time and attendance system and ability to use systems for ordering, tracking, and inventorying parts and materials.

## **PREFERRED QUALIFICATIONS**

- Certification as a Parts Specialist by the National Institute for Automotive Service Excellence (ASE).
- [IAD only] Possession of a Class B Commercial Driver's License.

## **EDUCATION**

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

## **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

- [DCA only] Licensed as a Class A Commercial Driver (CDL) with HAZMAT endorsement from the Virginia Department of Motor Vehicles or the state DMV of their residence or ability to obtain one within 90 days of hire, promotion, or placement into the position.

**NECESSARY SPECIAL FACTORS**

- Operates vehicle landside and airside (requires AOA permit).
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Is subject to hold over and recall on a 24-hour basis for essential services and emergencies.
- Is frequently exposed to adverse weather conditions, high temperatures (above 100 degrees), loud noise, hazardous substances, and dust/grease/dirt when visiting work sites. Wears personal protective equipment, as needed, at work sites.
- May bend, stoop, crouch, and work in cramped positions.
- Lifts and moves objects weighing up to 50 pounds.