

Sun Tran...driven to go the extra mile!



PARTS MANAGER

OPENING DATE: September 30, 2021

CLOSING DATE: Open Until Filled

SALARY: \$19.63-\$24.53 DOE

QUALIFICATIONS:

Position requires a high school diploma/equivalent and certification from a Junior College, vocational, business, technical or correspondence school and over three years up to and including five years of experience related to job tasks. Requires more than beginner skills on Microsoft Office, particularly Excel and Word.

MAJOR FUNCTIONS:

The purpose of this position is to maintain inventory of parts for mechanical repair of buses. This is accomplished by ensuring correct parts and number of parts are ordered in an appropriate manner. Other duties include maintaining oil and fuel stock, maintaining consumables, updating part numbers and cross-referencing parts, shipping and receiving management, facilitate cycle counts, proficiency with computer based inventory systems, and informing employees of new and established procedures. Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness.

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays, and a generous retirement plan.

TO APPLY:

You may fill out an employment application at 3910 N Sun Tran Blvd, from 9:00 a.m. to 4:00 p.m., Monday through Friday. You may also download an application from our website at www.suntran.com, and fax it to (520) 293-3348, or e-mail it to tiana.nesbitt@tucsonaz.gov. No phone calls please.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen.

