

Material Controls Specialist

Port Authority is seeking a Material Controls Specialist to research and expedite the ordering of bus parts and materials especially those which are unavailable within the general marketplace from qualified vendors. Ensure the availability of parts and materials to support Port Authority's bus operations. Coordinate the testing of new or replacement parts and materials with Operations and the Fleet Coordination Section to determine the reliability and compatibility with existing bus systems and equipment.

Essential Functions:

- Approves the stocking of new items including establishing stock levels, creation and assignment of new stock numbers and entry into the computerized inventory system. Recommends the deletion of stock numbers and the removal of obsolete material.
- Interchanges original equipment manufacturer's and vendors' part numbers to eliminate multiple stocking of identical parts.
- Searches for qualified vendors committed to meet parts/material needs of Port Authority; maintains vendor communications for problem resolution.
- Assist Fleet maintenance personnel in identifying stock items needed for bus maintenance.

Job requirements include:

- High School Diploma or GED.
- Associates Degree in Business or Technical/Vocational Certification in automotive/diesel repair. Fleet Maintenance experience may be substituted for the education on a year-for-year basis.
- Ability to read/interpret technical drawings and manuals, understand technical terminology for engines, transmissions, electrical components and systems, and the use of measuring practices and devices.
- Minimum of three (3) years experience in Materials control/Inventory, Fleet Maintenance or Automotive/Diesel Repair
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Valid Driver's License.
- Customer focused, well organized, results oriented and a team player with a participative management style.
- Demonstrated Ability to work with little supervision.
Effective and professional communications skills.

Preferred attributes:

- Minimum of five (5) years experience in Materials Control/Inventory, Fleet Maintenance or Automotive/Diesel Repair.
- Experience with PeopleSoft or other ERP systems.
- Automotive, truck or bus parts inventory experience.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Deborah Slocum
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
DSlocum@portauthority.org

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