

## **Parts Counter Clerk**

Reports to: Parts Supervisor  
Division: Everts Air Cargo

Department: Parts Department  
Station: FAI

---

### **Job Summary:**

Provide shop supplies, consumable stock items, and parts to aircraft mechanics daily.

### **Essential Functions:**

1. Provide shop supplies, consumable stock items, and rotatable parts to mechanics.
2. Prepare purchase orders for shop supplies, consumable stock items, and any stock items located with the rotatables as quantities diminish.
3. Maintain written log of all parts signed out to aircraft or shops.
4. Verify all yellow tagged parts are signed by inspectors prior to issuing it out.
5. Expense parts to correct work orders through CALM database.
6. Inspect O-rings monthly to ensure packages are sealed.
7. Destroy any open packages of O-rings and expired items.
8. Ensure that all supplies, consumable stock items, and parts are adequately maintained.
9. Stock received shop supplies and serviceable parts from inspection area of receiving.
10. Pull, box, and send Anchorage Parts Order list daily.
11. File repair order paperwork accordingly.
12. Maintain cleanliness of stockroom floor area.
13. Ensure work area is kept neat in appearance and orderly.
14. Expedite as required.

### **Additional Responsibilities:**

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

#### Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

#### Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

### **Physical Abilities:**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.

5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires good organizational, attention to detail, and record keeping skills and the ability to maintain current and updated information. Requires the ability to input and retrieve information from a database.
3. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry and data retrieval.
4. Must have a valid driver's license and clean driving record.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

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

Employee Printed Name \_\_\_\_\_