



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 9/12/2023

Crew Chief, Distribution Center

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Distribution Center

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is a lead position directing the daily work schedules of delivery and courier staff members within the LCPS Distribution Center Operations Group. An employee in this position will be responsible for directing and performing tasks such as: prioritizing and assigning daily work schedules, receiving shipments, pulling orders for delivery, unloading and loading trucks, the removal of surplus furniture and equipment, operating delivery and courier trucks, operating forklifts and other material handling equipment and other delivery tasks as assigned by the coordinator.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Ensures that the work of Distribution Center delivery and courier staff members is properly executed according to established standards and instructions
- Works with external agencies and department personnel to clarify distribution instructions and create the associated work orders
- Observes and communicates with the DC Coordinator regarding issues related to delivery and courier staff performance, along with making recommendations for changes in procedures to improve operations
- Makes recommendations regarding storage space allocation and organization
- Reinforces and communicates proven safety standards to Distribution Center staff
- Assigns and leads the daily delivery and/or courier tasks for the Distribution Center staff
- Manages the Destiny Textbook Inventory System and is the primary point of contact regarding concerns
- Provides support to the Operations Specialist and Distribution Center Technician in regards to the LCPS Online Auction process
- Provides support to the DC Technician and DC Inventory Control Specialist regarding Distribution Center operations
- Manages daily operations of the Distribution Center in the absence of the Distribution Center Coordinator

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Experience in performing warehouse and delivery related work

Licenses and Certifications

Must possess and maintain a valid state vehicle operator's license

Knowledge, Skills and Abilities

- Ability to communicate effectively verbally and in writing
- Ability to lead crews of workers performing delivery and courier tasks
- Ability to operate delivery trucks, forklifts and other material handling equipment
- Ability to use computers

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 100 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.