



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/29/2024

Specialist, Fleet (Service Center)

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Central Vehicle Maintenance

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

The Fleet Specialist provides support to the Central Garage and Service Center staff regarding customer service, road service requests, and quality assurance. Performs vehicle-scheduling routines and ensures integrity of supporting work orders and fueling data.

Roles and Responsibilities

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

- Assists with the management of design, implementation, and maintenance of the customer service quality assurance program
- Represents the Central Garage and Service Center as a liaison to support internal and external customers by providing front line problem resolutions
- Produces and expedites vehicle service schedules to meet daily requirements
- Communicates with all internal and external customers regarding service appointments, including vehicles and trailers assigned to schools
- Adjusts service schedule to meet individual customer needs and reschedules vehicles appointments
- Responds to inquiries and requests regarding vehicle breakdowns, arranging spare/loaner vehicles, and directing drivers and staff members on the procedures of LCPS and admin motor pool policy
- Works with school based and support staff to manage and document motor pool and spare vehicle assignments
- Coordinates pick up and return of LCPS vehicles and trailers requiring service, notifies when service work is completed
- Maintains data integrity of the Fleet Maintenance computer systems through execution of work order quality assurance process and imaging
- Maintains vehicle assignment database
- Creates Facility services work orders for all vehicles assigned to Facilities Maintenance Department

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- Processes and assures integrity of automated fuel transaction data; processes and performs error corrections of fuel transaction information
- Reviews the vehicle utilization reports and communicates directly with vehicle operators to resolve odometer discrepancies
- Creates, modifies, and updates work orders daily. Completes all Department of Motor Vehicle requirements, including tags, titles, registrations documentation submission and record keeping
- Monitors vehicle usage, identifies under usage of LCPS vehicles; recommends vehicle swaps or replacements to suit the needs of the driver/departments
- Follows established procedures and refers items for interpretation to Service Center management

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

One (1) year of experience in performing clerical work in a municipal fleet maintenance organization
Experience working with MS Office, Google Suites, and establishing schedules

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrate excellent communication and organizational skills
- Possess ability to use computers and office automation software to create and modify spreadsheets, compile memos, and use databases regularly
- Capable of working in a high-paced environment

Physical Requirements

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

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 25 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), LCPS 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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.