Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 2/29/2024

Specialist, Parts Inventory

Pay Scale: B
Level: 6
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 Parts Inventory Specialist is responsible for providing service to the Garage Technicians, Team Leads Drivers and external customer by providing parts, supplies, and other equipment as needed for Fleet services. Maintains several storerooms with nearly 250,000 parts totaling nearly $930,000 in value. The team of inventory specialists issue over 130,000 parts annually totaling nearly $3.2M Research is frequently required using fleet maintenance software, direct vendor contacts, manufacturers web sites and various online sources. An employee in this position is responsible for maintaining multiple parts storerooms, as well as ordering equipment, parts, and materials to support maintenance and repair work, eV chargers, tablets, Wifi, camera systems and other vehicle related technology. The Specialist ensures parts inventories are maintained at the optimum level for cost-effective operation to meet maintenance needs.

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:

- Orders, inventories and distributes equipment, parts and supplies required by technicians, school bus drivers and other staff members to complete maintenance and repair work on a variety of vehicle systems and technology
- Receives, unloads, and verifies delivery tickets for items received from vendors. Items must be placed in stock and moved to the correct location within multiple storerooms
- Issues and transfers parts to and from multiple storeroom locations, including mobile service trucks and delivers parts to job sites. Must also perform periodic inventory of all storerooms and daily inventories of high value parts in special storerooms
- Operates a forklift to aid in the loading, unloading, and delivery of parts
- Maintains an organized and orderly warehouse
- Uses fleet maintenance software and other applications to keep records of parts ordered and issued to work orders. Researches part numbers, part availability, part compatibility and pricing using vendor web sites, specialized subscription sites, other online resources, email and telephone communication. This includes finding alternative parts when substitutions must be made

- Creates custom inventories of highly technical parts and supplies including Android based tablets, GPS modules, mobile WiFi routers and hardware, onboard video camera systems, multiple brands and levels of eV chargers and components. Standard fleet maintenance software is insufficient to track all needed information, so custom inventory applications are created in Excel. Custom templates and documents are created in Word
- Responsible for accessing damage to Android based tablets and overseeing tablet repairs. Must track all tablets at every step of this process
- Sort and assemble technology components from bulk shipments to form kits that are installed in new vehicles
- Researches, orders, inventories and issues parts for multiple fuel stations and fuel types to include pump parts, electronics, fuel hoses, fuel nozzles and break away devices for gasoline, diesel, and propane fuel stations
- Inventories and issues fuel cards and toll transponders for LCPS vehicles as needed
- Orders, maintains inventory and issues office supplies for Fleet staff
- Must operate LCPS vehicles to picks up and returns parts at vendor locations as needed
- Coordinates pick up of recycling including scrap tires, waste oil, used coolant, and scrap metal as well as e-cycling of used electronics
- Performs physical inventory and run end of month inventory reports.
- Updates and maintains file of Safety Data Sheets to comply with all OSHA and VOSH requirements.
- Assists the Parts Supervisor in performing cyclic inventories and assumes Parts Supervisor responsibilities as needed

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
Two (2) years of experience in record-keeping, inventory control or related area

Licenses and Certifications
EPA 609 certification to handle R134A and 1234YF refrigerant
Forklift operator certification
Training and certifications from Thomas Built Bus, IC Bus, Blue Bird Bus, Cummins, Bendix brakes, Meritor, Braun, Ricon

Knowledge, Skills and Abilities
Ability to perform stockroom duties efficiently; to learn the types and categories of parts and supplies used in facilities maintenance work; to follow oral and written instructions; to communicate effectively; to work cooperatively with others

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

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds			X	

Lift or move more than 50 pounds		X		
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)	X			
Balance		X		
Stoop		X		
Kneel		X		
Crouch/ Squat		X		
Reach			X	
Stand				X
Sit			X	
Walk			X	
Push		X		
Pull		X		
Bend/turn/twist head or neck			X	
Bend/turn/ twist waist		X		
Manipulate (pick, pinch, etc. with fingers)			X	
Grasp			X	
Feel				X
Talk				X
Hear				X
See				X
Remain stationary		X		
Travel by foot				X
Travel by transport	X			
Repeat hand/arm, wrist/finger motion	X			
Repeat leg/ foot/ toe/ ankle motion	X			
Operate machines and/or power tools	X			
Operate motor vehicle	X			
Operate heavy equipment	X			
Wear protective equipment	X			

	Rare	**Occasional**
Inclement weather	X	
Moving mechanical parts	X	
Fumes, odors, dust, gas	X	
Chemicals, bodily fluids, infectious diseases		X
Inadequate lighting		X

Essential Personnel

Employees who perform the responsibilities of this position for the Department of Support Services are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or

emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.

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