



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/1/2024

Supervisor, Parts (Central Vehicle Maintenance)

Pay Scale: B

Level: 9

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

This is automotive parts management work in managing the parts operation of the joint County-School District fleet management facility. An employee in this class is responsible for managing the parts inventory to ensure that necessary parts are kept on hand and that obsolete, excess, and unneeded parts are minimized through sales, returns, or other disposal methods. The work requires the employee to keep track of supplies, maintain frequent contacts with suppliers, and ensure that supplies are available when needed.

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:

- Supervises staff responsible for issuing equipment and parts to mechanics and other shop personnel
- Maintains records of parts ordered, issued, and returned, using Faster Fleet Maintenance software
- Manages parts inventory to ensure that necessary parts are kept on hand and that obsolete, excess, and unneeded parts are minimized through sales, returns, or other disposal methods
- Verifies invoices for purchased parts; assigns purchase order numbers; contacts dealers and sales representatives to obtain price quotes, availability, and substitution information on needed stock; confers with sales representatives; orders necessary parts and equipment; follows up on orders to assure timely deliveries
- Supervises parts room staff, overseeing attendance standards, parts stock and inventory procedures
- Ensures that Parts Room is adequately staffed at all times
- Assists with preparation of contracts and RFPs to purchase parts and supplies for CVM and Transportation operations
- Verifies that parts and supplies received meet requirements for price, quality, warranty, and timeliness of delivery
- Process warranty claims to ensure that LCPS is fully reimbursed for parts and labor costs

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

Seven (7) years of experience in the automotive parts field; supervisory experience preferred

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of automotive parts
- Ability to manage an automotive parts operation efficiently
- Good human relations and communications skills
- Ability to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment

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. Those activities in which they 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 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May occasionally be exposed to extreme temperatures or other inclement weather, and loud noises.

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), 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.