



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/1/2024

Supervisor, Parts (Facilities)

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Facilities

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 job is responsible for the parts management operations within the Facilities Operations Division, including supervision of the Parts Clerks. The work requires the employee to purchase and keep track of maintenance and custodial supplies at multiple sites using the Division's current inventory control work order system, 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 and evaluates the work of assigned Parts Inventory Clerks in the inventory, ordering, receiving, and distribution of facility repair materials
- Oversees Facilities Parts Team purchase card use to include verifying all purchase card transactions
- Manages parts/materials inventory to ensure that necessary parts/materials are kept on hand and that obsolete, excess, and unneeded parts/items are minimized through sales, returns, or other disposal methods for the maintenance and custodial operations
- Issues equipment, parts, tools and custodial supplies to technicians/custodians and other personnel, maintains records of items issued, and ensures that daily work orders from technicians/schools are processed electronically
- Maintains accurate parts/materials inventory; verifies invoices for purchased parts; assigns purchase order/work order numbers correctly; contacts suppliers and vendors to obtain price quotes, verify product availability and/or substitution information on needed stock; confers with sales representatives; orders necessary parts and equipment; and follows up on orders to assure timely deliveries
- Oversees the safety shoe program for the Division including placing and tracking orders for all eligible employees and, when necessary, processing returns and exchanges
- Issues individual safety equipment and maintains individual equipment/tools issue records for Facilities Operations personnel. Monitors material inventory stocked on Maintenance Technicians' fleet vehicles

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

Computerized parts management and inventory control, supply ordering, and commercial warehouse shipping and receiving; supervisory experience preferred

Licenses and Certifications

Valid Driver's License; CDL is preferred

In the state of Virginia (VA Code Section 46.2-341.4), and specifically when referencing the commercial driver's license (CDL), an "employee" is defined as:

- a payroll employee
- a person employed under a lease or contract or, a person who has applied for employment and whose employment is contingent upon obtaining a CDL

Knowledge, Skills and Abilities

- Intermediate level skill using Microsoft office applications such as Excel, Outlook and Word is preferred
- Knowledge of maintenance and custodial materials, tools and equipment
- Ability to manage a warehouse operation for maintenance and custodial parts safely and efficiently
- Good human relations and communications skills
- Knowledge of Virginia Public Procurement Act

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.