



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/29/2024

Specialist, Fleet (Outsourcing)

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

This position is responsible for coordinating all the outsourcing needs of the Loudoun County Central Garage. The person filling this position will be responsible for coordinating warranty work, recalls, and sublet repairs provided by external service providers. The Fleet Outsourcing Specialist will establish and maintain a good working relationship with service providers, ensure quality repairs are performed, and document financial and activity-based transactions.

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:

- Develops and maintains a working relationship with repair vendors to assure quality repairs with a minimum of vehicle down time
- Establishes, continuously maintains, and publishes accurate records of warranty, sublet, and recall activities
- Implements and audits the automotive warranty recovery program with a goal of 100% reimbursement for warrantable repairs
- Advises and trains other fleet maintenance staff on manufacturer warranties and extended warranties programs
- Captures, audits, and reports data using the fleet MIS and office automation software programs
- Directs Transportation drivers, in consultation with Garage Foreman, on the transport of vehicles to and from various service providers and transports vehicles as needed
- Registers vehicles with DMV, ensuring all county and state requirements are met
- Opens, closes, and updates work orders daily; fills in for the Service Desk as necessary

Qualifications

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

Education

High School Diploma or GED; Bachelor's Degree or equivalent work experience preferred specializing in fleet maintenance/operations, Business Administration, or related field

Experience

Two years of experience in warranty administration for a fleet maintenance organization and/or an Original Equipment Manufacturer (OEM) dealer

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of office automation software used in business and fleet maintenance environments with demonstrated detailed computer experience; ability to perform accurate data entry, identify discrepancies or inaccuracies, and make corrections
- Working knowledge of general accounting practices
- Demonstrate excellent communication and organizational skills
- Capable of working in a high-paced environment
- Moderate physical activity is required. Must be able to look at vehicles in the parking area and photograph vehicle damage

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

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