# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/27/2026

## Parts Inventory Clerk

Pay Scale: B
Level: 6
FLSA Status: Non-Exempt
Job Family: Facilities
Primary Location: Facilities Services

**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 Clerk is responsible for maintaining and supplying parts to facilities staff. This position is responsible for maintaining a parts storeroom and ordering equipment, parts, and materials to support maintenance and repair work. The work includes ensuring that 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. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Orders equipment and parts required by mechanics to complete maintenance and repair work.
- Develops and maintains inventory stocking and reorder system for standard maintenance department shop parts.
- Receives, unloads, and verifies delivery tickets for parts received from vendors.
- Issues parts from shop stock and delivers parts to job sites.
- Maintains records of parts ordered and issued, completes computer records of parts used on a work request.
- Contacts vendors for price quotes, availability of parts, and substitutions for out of production parts.
- Coordinates the ordering of parts with supervisor and tradesmen when substitutions must be made.
- Utilizes computerized maintenance software.
- Operates forklift safely to load, unload, move, and stack materials in accordance with facility rules and OSHA regulations.

**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**

**Licenses and Certifications**
Valid Driver's License

**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
- Ability to properly operate the tools, equipment, and materials required of the specific tasks assigned
- Ability to follow oral and written instructions, communicate effectively, and work cooperatively with others
- Proficiency in the Microsoft Office suite to include Outlook, Teams, and Excel

**Physical Requirements**
*The following provides a brief description of physical requirements for this job:*

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 50 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), 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 education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

**Essential Personnel Disclosure**
Employees who perform the responsibilities of this job 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.