



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 2/4/2025

Distribution Center Technician

Pay Scale: B

Level: 6

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Distribution Center or Western Distribution Center

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 multiple essential Western Distribution Center functions including but not limited to: furniture life cycle support, warehouse support for Department of Digital Innovation, Distribution Center surplus intake and inventory, public auction preparation and data entry. The Technician is responsible for the inspection, maintenance, repair, and repurposing of furniture assets throughout their life cycle. This role ensures that furniture remains functional, safe, and aesthetically appropriate while supporting sustainability initiatives through refurbishment, recycling, and responsible disposal. DDI warehouse support including unloading trucks, accepting LTL, Freight and small package deliveries, verification of pallet counts.

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.

- Conduct regular inspections to assess the condition of furniture and identify repair or replacement needs
- Perform minor repairs such as tightening screws, fixing upholstery, and replacing parts (e.g., wheels, hinges, panels)
- Maintain accurate records of furniture inventory, including condition assessments and maintenance history
- Assist in furniture relocation, reconfiguration, and space planning based on organizational needs
- Assesses surplus property to best meet the on-going needs of LCPS schools and facilities to maximize the reutilization or resale value by evaluating condition and age, identifying buying trends by reviewing order frequencies and quantities in addition to influx or downfalls for needs, assessing quantity and current demand of items for operation use, size, and weight in relation to available storage
- Assists the Distribution Center Staff in performing regular inventory of Surplus
- Creates detailed auction descriptions including photographs to upload to auction vendor's website for public auction following State auction procedures
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- Loads and unloads trucks
- Fills, stages, and marks outgoing orders Assembles furniture items as required
- Answers the phone and monitors email for requests

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- Fills in for delivery or courier staff when needed
- Performs distribution center housekeeping and duties as required

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

Experience in performing warehouse/distribution center operations, organization, and maintenance duties

Licenses and Certifications

Knowledge, Skills and Abilities

- Excellent customer service relations, communication, and organizational skills; ability to work independently with minimal supervision while managing multiple projects
- Must be accurate and detail oriented
- Strong customer service background and skills
- Ability and willingness to learn how to safely operate a forklift and other material handling equipment

Physical Requirements

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

While performing the duties of this job the employee is required to walk, stand, climb stairs, stoop, kneel, crouch, bend, use hands while operating tools and equipment. The employee must be able to lift and carry up to 100 pounds. The employee is required to see for the safe operation of a motor vehicle or forklift. This employee will be exposed to temperature changes and extremes, inclement weather, and possible loud noises and subject to hazards encountered while operating or working closely to forklifts, delivery trucks and other material handling equipment.

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.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.