



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/12/2023

Warehouse Technician

Pay Scale: B

Level: 6

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

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 ordering, receiving, inventory control, and delivery of supplies and equipment used by school custodial staff in Loudoun County Public Schools. Plans efficient delivery routes on a recurring schedule to maintain a custodial supply inventory at each school. Monitors material usage at each school site and identifies discrepancies to supervisor. Recommends changes and improvements to custodial equipment and supplies.

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.

- Unloads commercial shipments at central warehouse; organizes, repackages and labels materials for warehouse storage; loads and delivers materials to the school sites on a daily basis
- Conducts weekly inventories of custodial supplies at each school and restocks the school custodial supplies to pre-established inventory control levels
- Works with Custodial Supervisor in developing custodial supply inventory levels
- Daily operation of a forklift and delivery truck with/without a hydraulic lift gate
- Receives shipments, processes packing lists, invoices and other shipping related documents
- Assembles custodial equipment for delivery to school sites

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 performing warehouse work, organizing and maintaining a warehouse environment

Licenses and Certifications

Knowledge, Skills and Abilities

- Working knowledge of methods, materials, and best practices in proper use and care of equipment associated with custodial work
- Ability to inventory existing custodial supplies and determine additional requirements to maintain maximum and minimum supply levels
- Ability to maintain records associated with job duties
- Ability to operate a desktop computer and computer tablet, experience using a computer-based inventory control system and work order management system
- Excellent human relations and communication skills

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. May occasionally be exposed to extreme temperatures or other inclement weather, and loud noises.

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

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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.