



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/17/2024

Technician, Automotive Services

Pay Scale: B

Level: 6

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; safe student transportation; and high-quality, affordable, and nutritious school meals. 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, Facilities Services, Management and Coordination, Planning Services, Safety and Security, School Nutrition Services, and Transportation.

Job Overview

The Automotive Services Technician is responsible for providing support to Service Center Staff, performing vehicle work orders, opening/closing work orders, billing, and service desk support.

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:

- Follows established procedures; refers items for interpretation to fleet management
- Picks up and delivers LCPS vehicles and trailers for service at LCPS facilities and vendors
- Picks up and returns parts at local vendors
- Transports parts and supplies to and from various LCPS facilities
- Cleans interior and exterior of LCPS vehicles, including school buses
- Assists with cleaning and general housekeeping tasks
- Assists with snow removal at Central Garage

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 Class D driver's license and ability to operate LCPS owned light duty vehicles

Ability to obtain a Class B CDL with School Bus and Passenger endorsement as directed by management

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

- Good human relations and communications skills
- Skilled in using tools of the trade
- Ability to tow trailers up to 7000 lbs. GVW

Physical Requirements

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

While performing the duties of this job, the employee is frequently required to walk, stand, and climb a ladder; stoop, kneel, crouch or bend; use hands to finger, handle or feel objects or tools; reach with hands and arms; The employee must be able to regularly lift up to 50 pounds unassisted and occasionally lift up to 80 pounds. The employee is required to see for the safe operation of a motor vehicle and other material handling equipment. The employee is regularly required to climb in, on, and under vehicles; work on concrete floors; and work in inclement weather conditions. May occasionally be exposed to extreme temperatures, 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), 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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.