



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/4/2023

### Technician, Automotive Services (Tire)

Pay Scale: B

Level: 6

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Central Vehicle Maintenance Office

#### 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, Facilities Services, Management and Coordination, Planning Services, and Transportation.

#### Job Overview

This is automotive repair work in the joint County-School District fleet maintenance facility. An employee in this class performs tire repairs on a wide variety of automotive vehicles. The work includes maintaining tire inventory, tire repair 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.*

- Replaces and balances tires; mounts tires on vehicles
- Maintains tire inventory and tire banks
- Makes road calls for tire service
- Installs and removes tire chains
- Maintains readiness of tire service vehicles

#### 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

**Knowledge, Skills and Abilities**

- Knowledge of automotive shop procedures
- Ability to perform tire repairs on a wide variety of vehicles; to use tire repair equipment safely and efficiently.
- Good human relations and communications 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 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), 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.