



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/22/2024

Crew Chief, Plumbing

Pay Scale: B

Level: 11

FLSA Status: Non-Exempt

Job Family: Facilities Services

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

This is skilled and lead plumbing work in the repair, maintenance, and renovation of facilities throughout the Loudoun County Public School System. An employee in this class is responsible for leading varied plumbing tasks and ensuring that work meets required specifications, applicable codes, accepted trade, and safety standards. Assigns daily work both orally and electronically through a work order management system. Inspects the progress and completion of work completed by others to ensure conformance with prescribed standards and procedures.

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:

- Repairs or installs commercial plumbing fixtures; replaces parts such as washers, faucet seats, ice makers, garbage disposals, booster heaters, water heaters, and pipes
- Performs summer maintenance on boilers and gas burners; Performs backflow preventer testing and maintenance
- Removes and installs drinking fountains and water coolers; replaces water-reducing valves, mixing valves, circulating pumps, well pumps, and controls on boilers; unclogs drain lines, stools, and sinks
- Assists Maintenance Supervisor in scheduling, planning and supervising the work of plumbers and other assigned maintenance personnel
- Oversees preparation of job estimates for materials and labor on in-house or contracted plumbing work

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 at a master level in the plumbing trade and of the tools, equipment, and materials used in the trade

Licenses and Certifications

Completion of an apprenticeship in professional plumbing trade

Virginia Licensed Master Plumber is required; Licensed Master Gas Fitter is desired; extensive knowledge of the plumbing trade

Current valid driver's license; CDL is desired

Knowledge, Skills and Abilities

- Knowledge of the hazards and safety precautions of the trade
- Ability to read blueprints and other drawings; ability to communicate effectively
- Skill in using the tools, equipment and materials of the trade safely and effectively
- Ability to inspect plumbing work for compliance with specifications and applicable codes

Physical Requirements

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

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.

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), LCPS 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