



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/8/2024

General Maintenance Worker II

Pay Scale: B

Level: 8

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 general maintenance work at the fully skilled level. An employee in this class is responsible for applying journeyman level skills to repair and maintain a variety of building systems, fixtures and equipment. Employees are assigned responsibility for completing maintenance work in the general categories of electrical, plumbing, masonry, carpentry and equipment repair. Employees follow established trade practices and applicable codes and regulations in performing their work. Work may be performed inside and outside of school facilities.

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.

- Maintains, repairs, or replaces, as necessary, flush valves, faucets, water valves and piping, circulation pumps; performs other basic plumbing work
- Maintains, repairs, or replaces, as necessary, fluorescent light fixtures and ballasts, interior and exterior light fixtures, switches, receptacles, plugs; performs other basic electrical work
- Repairs doors, door locks, panic bars, dry erase boards, and bulletin boards. Builds shelves, cabinets, temporary partitions and other basic carpentry
- Maintains and repairs kitchen equipment, roofs, folding bleachers and grandstands, and athletic equipment
- Maintains, repairs, or replaces sidewalks, pavements, pavement markings, fences and masonry; performs landscaping, tree pruning/removal, sports turf maintenance
- May be assigned to lead a team of maintenance personnel to accomplish a maintenance project

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Completion of an apprenticeship in relevant professional trade

Experience

Experience in performing skilled maintenance work at the journeyman trade level on school physical plant

Licenses and Certifications

Current valid driver's license; CDL is desired

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

- Knowledge of commercial food service (kitchen) equipment repairs, maintenance, and installation
- Knowledge of the operations and general maintenance work to support a school's physical plant and preventive maintenance program
- Knowledge of the hazards of the maintenance trades and safety precautions utilized to minimize risks
- Ability to read blueprints and other drawings; operate a computer-based work management system

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.

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.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job 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.