



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/20/2025

Vehicle Technician Trainer

Pay Scale: B

Level: 11

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

The Vehicle Technician Trainer performs ongoing training is required for mechanics and other staff members in a safe and efficient manner. This employee is responsible for developing and implementing a training program for garage staff. The trainer also instructs staff members on OSHA and VOSH requirements and general shop safety practices. Vehicle Technician Trainer is responsible for monitoring current industry trends, technology and best practices related to automotive and school bus fleet maintenance.

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.

- Develops and implements a training program for garage staff including Lead Vehicle Technicians, Vehicle Technician I & II, Seat Technicians, and Parts Room Staff. Trains central garage staff members on diesel and gas engines, transmissions, air supply, brakes, electrical systems, heating and air conditioning, steering and hydraulics, exhaust after treatment systems, and advanced computerized diagnostics
- Coordinates with industry professionals to provide supplemental specialized training to staff
- Provides training on proper inspection and use of shop equipment including vehicle 2 post lifts, vehicle mobile column lifts, and fork lift trucks
- Trains staff on inspection, maintenance, and repair of specialized school bus equipment including wheel chair lifts
- Trains staff on use of specialized diagnostic software, scan tools, and other diagnostic tools
- Develops and implements a training schedule and monitor staff participation to ensure that all staff members meet annual training requirements
- Tracks staff ASE certifications and OE training program completion for Central Garage staff members
- Communicates and coordinates with the Central Garage Management to review practices, and procedures

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

Seven (7) years of experience as a professional automotive or truck mechanic repairing, diagnosing, and training of automotive systems; three years of this experience as a professional school bus mechanic

Licenses and Certifications

ASE Certified Master School Bus Technician

Must possess a Virginia Certified Vehicle Inspector license or the ability to obtain it within 6 months of employment

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Successful experience in training employees
- Skilled in using tools, equipment, and materials of the trade
- Working knowledge of repair shop hazards, safety procedures, and procedures
- Ability to utilize web based or printed technical material and apply information

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.

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 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.