



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/17/2024

Crew Chief, HVAC (Preventive Maintenance)

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 a highly skilled position leading the preventive maintenance, repair, and maintenance of mechanical, electrical, and plumbing (MEP) systems and kitchen equipment throughout the Loudoun County Public Schools. The Preventive Maintenance Crew Chief assists the Maintenance Manager in planning and directing preventive maintenance and repair activities, training the staff, and setting their work tasks and schedules. The employee has a thorough knowledge of standard practices of the trade and applicable codes and regulations and will assign daily work assignments both orally and electronically, through a work order management system.

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:

- Assists the Maintenance Manager in the planning, scheduling, and supervision of preventive maintenance and HVAC technicians, plumbers, and electricians completing repair and maintenance of MEP systems and kitchen equipment
- Serves as the second shift point of contact for all facilities maintenance requests, coordinates initial investigation and repair, and coordinates with Facilities Operations Leadership
- Oversees preparation of job labor and material estimates, coordinated material procurement, assigns taskings, and provides quality control and safety oversight
- Instructs and trains subordinates in the proper use and operation of tools, materials, and techniques

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

Ten (10) years' experience performing skilled maintenance work at the master trade level in the MEP, electrical, or school physical plant fields

Three (3) years of leadership experience leading maintenance technicians

Licenses and Certifications

Completion of a trade apprenticeship and Master HVA or Electrician professional trade license in Virginia

Knowledge, Skills and Abilities

- Thorough knowledge of approved methods, practices, techniques, tools, and equipment used in replacing, repairing, and maintaining commercial air conditioning, compressors, chillers, cooling towers, and terminal units
- Knowledge of the operations and general maintenance work to support a school's physical plant
- Knowledge of the hazards of the maintenance trades and safety precautions utilized to minimize risks
- Master level skill in using the tools, equipment, and materials of the HVAC mechanical trade
- Current valid driver's license

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.