



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/22/2024

Crew Chief, HVAC

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 highly skilled and lead work in the inspecting, servicing, adjusting, and repairing commercial heating, ventilation and air conditioning (HVAC) systems and all related components throughout the Loudoun County Public Schools. The HVAC Crew Chief assists the Maintenance Supervisor in directing and planning of all HVAC maintenance activities, including training staff and setting schedules. The employee has a thorough knowledge of standard practices of the trade and applicable codes and regulations. Assigns daily work 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 Maintenance Supervisor in planning, scheduling, and supervising the work of HVAC technicians in the repair and maintenance of heating, air conditioning and ventilation systems
- Recommends supplies and equipment for purchase and maintains an inventory of District-owned tools, equipment, and supplies; instructs and trains subordinates in proper use and operation of tools, materials, and techniques
- Troubleshoots, diagnoses, and HVAC equipment, including such items as replacing compressors, changing shaft and bearing assemblies, repairing oil and refrigerant leaks, and installing ductwork
- Oversees preventive maintenance program for HVAC equipment including but not limited to visual inspections, lubrication, checking/changing drive belts, changing filters, taking oil samples, and changing oil.
- Analyzes information from the Energy Management Systems installed in schools

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

Completion of a mechanical (HVAC) trade apprenticeship

Master HVAC professional trade license in Virginia (Required), Master Gas Fitter professional trade license desired

Universal CFC Refrigerant License

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, 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

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.