# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 11/15/2023

## Crew Chief, Technical Security

Pay Scale: B
Level: 11
FLSA Status: Non-Exempt
Job Family: Facilities Services
Primary Location: Facilities Services Building

**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 position is a highly skilled technician responsible for leading Technical Security systems repair, maintenance, and operations throughout Loudoun County Public Schools. The Technical Security Crew Chief assists the Technical Security Coordinator in directing and planning of repair and maintenance activities, including training staff and setting schedules. The employee must have a thorough knowledge of standard practices of the trade and applicable codes and regulations. They will assign daily work both orally and electronically through a work order management system and inspects the progress and completion of work performed 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. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Assigns work orders to Technician I and II positions
- Provides daily leadership and call priority management in the field, responding to calls for service from schools requesting assistance with Technical Security systems
- Serves as a technical resource for Technicians
- Provides feedback and guidance to LCPS staff in matters related to Technical Security equipment and maintenance in schools
- Prepares written guidelines and updates standard operating procedures for staff guidance
- Works with other Technical Security staff and vendors building estimates of job materials and labor

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

**Education**
High School Diploma or GED; Associate's Degree in a related field

**Experience**
Ten (10) years of work experience and/or training equivalent to demonstrate standards, concepts, and guidelines significant to perform the responsibilities of the position

**Licenses and Certifications**
Possesses advanced certifications in Technical security including the National Institute for Certification in Engineering Technologies (NICET) for Fire Alarm Systems

**Knowledge, Skills and Abilities**

- Knowledge of Technical Security systems, including, Fire Alarm, Intrusion systems, Access control, visitor management, Security camera, radio communications, and security computer software
- Advanced networking knowledge, including VLANS, default gateways, and other related architecture
- Valid driver's license

**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.

**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.