Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2025

Communications Technician II - Transportation

Pay Scale: B
Level: 10
FLSA Status: Non-Exempt
Job Family: Transportation
Primary Location: Central Vehicle Maintenance

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 skilled electronic work in maintenance and repair of wireless communication and camera system equipment and similar devices found in LCPS school buses and support vehicles. The employee is responsible for installing equipment, diagnosing equipment problems, making repairs, and instructing others in the use and operation of the equipment. The technician must be licensed and able to drive school buses and support vehicles to and from the repair facility as well as road test them to confirm complaints and repairs. The employee services wireless communication equipment that receives daily use and which must be maintained in good working condition. The work is performed according to manufacturers' technical information and standard service practices of the onboard communication and vehicle repair trades.

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.

- Diagnoses GPS equipment, WiFi equipment, tablets and camera system problems using reference materials and computer software; replaces certain defective components, including batteries
- Tests GPS equipment, WiFi equipment, tablets and camera systems, using industry standard diagnostic tools and software
- Trains employees on the use of GPS equipment, WiFi equipment, tablets and camera systems
- Communicates/coordinates with Transportation Fleet leadership, Service Advisors and others
- Installs and maintains GPS equipment, WiFi equipment, tablets, camera systems and other related equipment in school buses and, School Board vehicles

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
Five (5) years of experience in repairing a variety of GPS equipment, WiFi equipment, tablets and camera systems and similar electronic devices

Licenses and Certifications
Possess a Class A or Class B Commercial Driver's License, or the ability to obtain one within 6 months of employment as directed by management
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

- Working knowledge of GPS equipment, WiFi equipment, tablets and camera systems, repair procedures, electrical hazards and safety precautions
- Ability to read technical manuals and to demonstrate the use and operation of equipment
- Skill in using the tools, equipment, and materials of the trade
- Basic understanding of computer networks
- Controlled substance testing, physical examinations, and/or random tests for use of controlled substances and alcohol, as prescribed by the Federal Motor Carrier Safety Administration (FMCSA), Virginia Board of Education, and Loudoun County Public Schools are a condition of continued employment
- Under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education, furnish a statement or copy of records from the Department of Motor Vehicles showing that, within the preceding five years, that there are you have not been convicted of a charge of driving under the influence of intoxicating liquors or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to § 18.2-271.1 of the Code of Virginia and/or, within the preceding 12 months, have not been convicted of two or more moving traffic violations or have not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to § 46.2-498 of the Code of Virginia

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.

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.