



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 12/4/2023

Maintenance Crew Chief

Pay Scale: B

Level: 9

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 skilled and lead general maintenance work in the maintenance and repair of facilities throughout the Loudoun County Public School System. An employee in this class is responsible for leading varied facility maintenance tasks performed primarily by General Maintenance Technicians and typically around the exterior of the facility, to ensure work is completed safely and efficiently. Assigns daily work both orally and electronically through a work order management system. Prioritizes maintenance requirements and available resources by assigning daily work tasks to maintenance technicians. 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.

- Assists Maintenance Supervisor in scheduling, planning and supervising the work of the assigned maintenance technicians
- Oversees preparation of job estimates for materials, prepares sketches and plans; builds, installs and maintains exterior surfaces and athletic equipment
- Oversees campus grounds maintenance and exterior general maintenance repairs on school physical plant to include concrete, asphalt, pavement markings, street signs, fences, athletic field equipment, natural and artificial turf, storm drainage systems, snow removal and other heavy equipment
- Monitors fleet vehicle use and assignment for Facilities Services, serves as liaison with Transportation Services; recommends vehicle assignment rotations to maximize efficient use of equipment
- Plans and directs all snow removal operations across LCPS, organizes and leads salt/sand team to treat parking lots and driveways

Qualifications

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

Education

High School Diploma or GED, and completion of an apprenticeship in relevant professional trade

Experience

Experience in performing skilled maintenance work at the master trade level on exterior school physical plant, athletic equipment and grounds

Licenses and Certifications

Current valid driver's license, CDL is desired

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

- Knowledge of small engine equipment operations, maintenance and repairs
- Knowledge of the hazards of the maintenance trades and safety precautions utilized to minimize risks
- Ability to operate a computer based work management system and generate/analyze metric reports
- Ability to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment

Physical Requirements

The following provides a brief description of physical requirements for this job

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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.

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.