



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/20/2025

Lead Vehicle Technician

Pay Scale: B

Level: 11

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, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

The Lead Vehicle Technician will lead and direct the day-to-day equipment installation, repair and removal operations within the Central Garage operation.

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.

- Trains and manages technicians on work assigned; oversees journeyman level technicians in installation and repair of specialized communication, and emergency equipment in regular fleet vehicles, school buses and public safety vehicles
- Prioritizes work and assigns tasks to mechanics; reviews tasks to ensure that work was completed correctly
- Coaches mechanics and tire technicians on assignments. Reviews and updates work orders, researches vehicle history, and documents work order notes using Fleet Maintenance Software
- Leads and completes work on vehicles including: preventative maintenance, engine and drive train repair, steering and suspension system, brake system, lights and electrical system, electronic controls and vehicle interior
- Completes repair of complex communication, and emergency lighting systems
- Observes and identifies employees requiring training to Central Garage management personnel
- Authorizes deferred maintenance and justifies shop expenditures
- Ensures that monthly vehicle lift inspections, fire extinguisher inspections and all other OSHA and VOSH regulations and requirements are met
- At the direction of Central Garage management, counsels and evaluates employees

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' experience at the journeymen level within the discipline to be supervised

Licenses and Certifications

Possess a Class A or Class B Commercial Driver's License, and Virginia Certified Vehicle Inspector License, or the ability to obtain both within 6 months of employment

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

- Has human relations skills necessary to supervise a diverse work force engaged in different levels of various equipment installations and repairs
- Knowledge of truck, bus, fleet, and public safety vehicle installations and repairs
- 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 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.