



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/19/2023

School Plant Engineer

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Facilities Services

Primary Location: School-Based

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

This is a Facilities Services position that performs general maintenance at the semi-skilled level in schools. An employee in this class is responsible for performing varied general maintenance duties to repair and maintain a variety of building systems, fixtures and equipment, such as changing light bulbs, changing ballasts, changing filters, changing flush valves, monitoring HVAC systems, installing dry erase boards, and similar tasks.

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.

- Changes air filters, replaces bulbs and ballasts on light fixtures. Monitors building mechanical, electrical, and plumbing systems and assists with repairs
- Makes minor repairs to toilets, faucets, and water valves
- Installs bulletin boards, repairs equipment, furniture, floor tiles and carpeting, performs light painting
- Lubricates locks and hinges, adjusts doors and door closures
- Hangs banners, signs, and artwork
- Uses tractor, snow blowers, and shovels to help clear snow and ice from campus sidewalks and pathways
- Occasionally operates grounds maintenance equipment to cut grass and trim shrubs

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

Knowledge, Skills and Abilities

- Knowledge of the operations and general maintenance work to support a school's physical plant
- Ability to perform semi-skilled general facilities maintenance work
- Ability to use the tools, equipment, and materials of the field safely and effectively
- Ability to follow oral and written instructions, to communicate effectively, and to work cooperatively with others
- Must be able to use information technology systems to receive work assignments and other communications

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 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.