



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/22/2024

Technician II, HVAC Controls

Pay Scale: B

Level: 12

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

The Heating and Air Conditioning Controls Technician II provides technical oversight of the maintenance and proper operation of the School Districts building automation systems. These duties include, but are not limited to managing the replacement of systems that are beyond their useful life cycle, providing the technical capability necessary to install and program new systems for connectivity to our facilities service office, and repair and replacement of individual components and programming in order to provide a comfortable, energy efficient environment for all school facilities.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Diagnoses building automation trouble or defect, determines corrective action and repairs system
- Completes service repairs, replacements, upgrades, adjustments, and calibration on building automation systems and components
- Completes and submits work orders, writes various reports and inventory control of building automation parts for projects and repairs
- Participates in job site final walk thru and / or completion for control systems on assigned jobs
- Coordinates with other departments, supervisors, external service providers and vendors to resolve building automation system problems
- Conducts training and technical support for maintenance technicians on site and at the central office
- Identifies opportunities for system upgrades and service improvements
- Tests and verifies system readings ensure an optimal system operation
- Serves as essential personnel and may be called to respond to facility emergencies or other incidents impacting school operations

Qualifications

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

Education

Associate's Degree in Building Automation or related field, or proven work experience and/or training to demonstrate the standards, concepts, and guidelines significant to perform the responsibilities of the position

Experience

Ten (10) years' experience in the building trades, including seven (7) years of experience working on building automation systems, or comparable level of education and experience

Licenses and Certifications

Licensed Master level HVAC tradesmen

Must possess a valid state vehicle operator's license

Knowledge, Skills and Abilities

- Knowledge of programming and installation of Trane, Andover, Johnson Controls and Invensys building automation control systems
- Demonstrated oral and written communication skills. Ability to read blueprints and other drawings
- Knowledge of the hazards and safety precautions of the HVAC/mechanical trade
- Skill in using the tools, equipment and materials of the trade safely and efficiently
- Technical knowledge of building design and system operations

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is frequently required to stand and walk for extended periods of time; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to sit, climb, stoop, kneel, crouch or bend and may be required to lift approximately 50 pounds. May be exposed to extreme temperatures and other inclement weather, as well as a variety of cleaning agents and hazardous chemicals and fumes.

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

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employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.