



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 11/10/2023

Preventive Maintenance Technician

Pay Scale: B

Level: 6

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 preventive maintenance work in maintaining heating, air conditioning, and other related systems in school facilities. Employees in this class perform varied preventive maintenance, minor repair and calibration of ventilation, air conditioning, electronic-pneumatic controls, and related ancillary equipment. This employee also has responsibility for ensuring that safety procedures are followed in the removal of hazardous materials. Work is performed in accordance with standard trade practices and applicable codes and regulations.

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.

- Calibrates/repairs electronic and pneumatic thermostats
- Services and maintains pneumatic control air compressors, refrigerated air dryers, filtration components, lights, and pressure regulators
- Services and calibrates pneumatic receiver controllers, damper operators, temperature transmitters, valves, heat sequencers, and other electronic/pneumatic components in HVAC systems
- Coordinates repair service with school staff for minimal interruption of classroom activities
- Determines need, obtains information, and places orders for parts/component replacement on a recurring cycle to ensure efficient work flow

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

- Vocational training in air conditioning and refrigeration systems and maintenance
- Working knowledge of the heating and air conditioning maintenance trade including limited knowledge of applicable code and regulations
- Position requires considerable knowledge of the hazards and safety precautions of the trade, particularly those involving AHERA procedures
- 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 computer/tablets 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 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; stoop, kneel, crouch or bend, climb a ladder, and may be required to lift up to approximately 50 pounds. May be exposed to extreme temperatures or other inclement weather, and loud noises.

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.