



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 10/24/2023

HVAC Controls Technician I

Pay Scale: B

Level: 11

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, Ventilation and Air Conditioning Controls Technician I provides technical maintenance and proper operation of the School Districts building automation systems. These duties include but are not limited to the installation of HVAC control systems, troubleshooting control systems, and software programming of the control systems for connectivity to the equipment and the Facilities Operations Building Automation Desk. The technician is also responsible for the repair and replacement of individual building automation system components and programming to provide a comfortable and 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. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Diagnoses trouble or defect codes; determines corrective actions and repairs system software/hardware
- Performs service repairs, replacements, upgrades, adjustments and calibration on building automation systems and components
- Completes and submits work orders in a computerized maintenance management system, writes various reports, and performs inventory control of building automation parts for repairs and large projects
- Participates in job site final walk thru and / or final completion for contracted work on control systems
- Coordinates with vendors/external service providers to resolve problems
- Conducts training and technical support on building control systems for other maintenance technicians
- Identifies opportunities for system upgrades, tests/verifies system to ensure optimal system operation

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

Four (4) years of experience in commercial HVAC, including two years of experience working on building automation systems

Licenses and Certifications

Journeyman HVAC Trade License (Master HVAC preferred) and CFC Universal License
Current valid driver's license

Knowledge, Skills and Abilities

- Demonstrated knowledge and work experience in the commercial HVAC field
- Knowledge of installation and programming of either Trane, Andover, Johnson Controls, or Invensys building automation control systems
- Ability to perform skilled HVAC Controls work at the journeyman level; ability to perform skilled HVAC repair work at the journeyman; to use the tools, equipment, and materials of the trade safely and efficiently; to communicate effectively; to work cooperatively with others.
- Ability to read blueprints and other drawings; technical knowledge of building design and operations

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.

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.