



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/4/2023

Technician, Automotive Services (Equipment Installations)

Pay Scale: B

Level: 6

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Administration Building

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 Automotive Services Technician – Equipment Installations provides service to both the line mechanic and the external customer by providing parts, vehicle inspections, tire repair and other automotive repair support service that will enable LCPS motor vehicles to operate effectively and efficiently. This employee will work closely with and under the direction of the Installations Team Leader and Communications Engineers.

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.

- Removes and installs radio communications equipment, mobile data terminals, prisoner and animal containment cages, surveillance equipment, emergency lighting equipment and other equipment typical to a municipal fleet; performs removal and installation of emergency and communications equipment
- Equipment installations are performed in a manner that is consistent with automotive industry safety standards and in cooperation with the end-user agencies; equipment removal is performed in a manner that will protect the viability of the physical assets involved
- Works with automated programs used within the garage maintaining data related to production activities and equipment inventory

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

Journeyman level with experience in fleet maintenance and support functions

Licenses and Certifications

Must have or obtain a Commercial Driver's License (CDL) within six (6) months of appointment

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

- Knowledge of automotive shop procedures.
- Ability to perform tire repairs on a wide variety of vehicles; to use tire repair equipment safely and efficiently.
- Good human relations and communications skills
- Ability to work with limited supervision providing service in specific areas

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 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.