Cafeteria Manager

Elementary School        Filing Deadline:  12:00 Noon
Job Code:               
Classified Position, Level 12
Salary Range: Refer to Classified Salary Scale
182 Day Position, # hours per day

DESCRIPTION:
The Elementary School Cafeteria Manager has overall management responsibility for food service operations at one or more schools. Basic responsibilities include staff supervision and coordination of food service activities to ensure high standards of nutrition, food production and service, and accountability.

QUALIFICATIONS:
Graduation from high school and food service experience, or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of food service methods and practices, of proper food sanitation procedures, and of effective methods of supervision
- Must possess current Sanitation Certification
- Ability to supervise a food service operation and to train food service staff, to perform varied food service work including food preparation, serving, clean up, and cashiering, to communicate effectively, and to work cooperatively with others
- Computer experience

As a requirement of job responsibilities, attends monthly supervisory meetings as well as job-related training classes and workshops, as directed by the Supervisor of Food Services.
Cafeteria Worker

Filing Deadline: 12:00 Noon
Job Code:

Salary Range: Level 6
12.94 per hour

DESCRIPTION:
This is food service work involving food preparation, serving, and related work in a school cafeteria or kitchen. An employee in this class performs varied food service duties in preparing and serving meals to students, staff, and visitors. The work requires close attention to proper food sanitation procedures. Workers follow specific instructions and procedures and refer new or unusual situations or problems to others.

QUALIFICATIONS:
Graduation from high school and food service experience; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills: "Knowledge of food service methods and practices; of proper food sanitation procedures". Ability to perform varied food service work including food preparation, serving, clean up, and cashiering; to communicate effectively; to work cooperatively with others.
Carpenter
Crew Chief

Department of Facilities Services          Filing Deadline: 12:00 Noon
Job Code:                                    

Classified Position, Level 14
Salary Range: Refer to Classified Scale
12 Month Position (Prorated), 8 hours per day

DESCRIPTION:
This is skilled and lead carpentry work in the construction, repair and maintenance of facilities throughout Loudoun County School System. An employee in this class is responsible for leading varied carpentry tasks and ensuring that work meets accepted trade and safety standards. Heavy background in metal framing, ACT installations, and large scale drywall finishing is required. The employee constructs and maintains structural woodwork and furniture by using standard carpentry tools and power driven woodworking machinery. Work consists primarily of carpentry, roofing and locksmith. Assigns daily work assignments both orally and electronically through a work order management system. Inspects the progress and completion of work completed by others to ensure conformance with prescribed standards and procedures.

PRIMARY RESPONSIBILITIES:
- Oversees preparation of job estimates for materials, prepares sketches and plans; builds and installs cabinets, bookcases, blackboards and bulletin boards
- Assists General Maintenance Supervisor in scheduling, planning and supervising the work of carpenters and locksmiths
- Builds partitions and frames walls; installs and finishes drywall; builds ADA accessible equipment
- Repairs and/or replaces door locks, panic bars, internal and external doors, and door closures
- Cuts and replaces window glass
- Repairs and/or replaces floor tiles, carpet, wooden floors, ceiling tile and metal grids, window shades and venetian blinds, bleachers, desks, chairs, physical equipment and other similar equipment
- Serves as essential employee to perform emergency repairs or other facility operations
- Performs related work as required

QUALIFICATIONS:
Completion of an apprenticeship in carpentry or any equivalent combination of education and experience that would provide the following knowledge, abilities and skills:

- Working knowledge of the carpentry and locksmith trade
- Knowledge of the hazards and safety precautions of the trade
- Ability to read blueprints and other drawings
- Skill in using the tools, equipment and materials of the trade
- Current valid driver's license
Communications
Technician

Department

Filing Deadline: 12:00 Noon
Job Code:

Pay Level 13, Salary Range: $
12 Month Position (Prorated), 8 hours per day

DESCRIPTION:
This is skilled electronic work in maintenance and repair of wireless communication/VCR surveillance systems equipment and similar devices. The employee is responsible for diagnosing equipment problems, making minor repairs, and instructing others in the use and operation of the equipment. The employee services wireless communication equipment and VCR surveillance equipment that receives daily use and which must be maintained in good working condition. The work is performed according to manufacturers’ technical information and standard service practices of the wireless communication/VCR surveillance trade. This employee is also responsible for the inventory control of all such equipment as well as coordination of billing audits.

PRIMARY RESPONSIBILITIES:
 Diagnoses wireless communication and VCR surveillance equipment problems using reference materials and computer software. Replaces certain defective wireless communication and VCR surveillance components, including replacing batteries.
 Tests equipment, cell phones, pagers, radios, and video surveillance systems, using volt ohm meters, nicad & nickel metal hydride testers, amp/volt testers, computer, and watt meter. Tests batteries for radio equipment on a daily basis for replacement.
 Trains employees on the use of wireless communication equipment and VCR surveillance systems.
 Procures equipment/parts; reviews billing on a monthly basis for cellular phone and pager services.
 Communicates/coordinates with vendors, school administration, School Board administrative offices, school bus transportation office, and Sheriff’s office (crossing guard liaison and school resource liaison).
 Maintains extensive inventory of 1400+ radios (mobile/portable) and batteries, VCR surveillance systems, pagers, and cellular phones. Issues/installs mobile/portable radios, pagers, and VCR surveillance systems in school buildings, school administrative offices, school buses, School Board vehicles, and Loudoun County Sheriff’s office (crossing guards/school resource officers).
 Maintains records of equipment repairs and inventory of parts.
 Performs related work as required.

QUALIFICATIONS:
Graduation from high school and experience in repairing a variety of audio visual and similar electronic devices; or any combination of education and experience that would provide the following knowledge, abilities, and skills:

 Ability to manage inventory and parts control.
 Working knowledge of audio and visual equipment repair procedures.
 Working knowledge of electrical hazards and safety precautions.
 Ability to read technical manuals.
 Ability to demonstrate the use and operation of equipment.
 Skill in using the tools, equipment, and materials of the trade.
Custodian

Department of Facilities Services      Filing Deadline: 12:00 PM
Job Code:

Pay Level 5, Salary Range: $11.60 - $21.49 per hour
Hours Vary

DESCRIPTION:
This is routine custodial work in maintaining the cleanliness of school buildings and surrounding areas. An employee in this position receives classroom and hands-on training in the use of cleaning tools, equipment and supplies and safety and personal protection necessary to perform custodial work in Loudoun County Public Schools. Employees normally work in the evening when buildings are not occupied, cleaning and performing duties necessary to support after hours school functions. Work is also performed on adjacent exterior areas such as mowing grass, plowing snow and trimming bushes. The employee performs repetitive maintenance duties which are subject to specific procedures.

PRIMARY RESPONSIBILITIES:
- Cleans and maintains classrooms, bathrooms, offices and halls including vacuuming floors and carpets; wet mopping floors, emptying trash, dusting, washing walls and windows and cleaning water fountains
- Checks and refills toilet paper, paper towel, and soap dispensers
- Unclogs drains as necessary; changes light bulbs, installs ceiling tiles
- During school breaks, strips and/or scrubs floors, applies floor finish, cleans desks and chairs, cleans carpets and other detailed cleaning
- Performs exterior maintenance duties such as grass mowing, snow plowing, bush trimming, and trash collecting
- Secures the building and activates/deactivates alarm systems on a routine basis
- Performs related work as required

QUALIFICATIONS:
Ability to read and write and to follow oral and written instructions and the following knowledge, abilities, and skills:
- Ability to operate a back pack vacuum, wet/dry vacuum, push mower, snow blower, back pack blower, hedge trimmer, floor scrubbing equipment and buffers
- Ability to shovel snow and rake leaves

PHYSICAL EFFORT:
- Must be able to lift a minimum of 50 lbs
- Strenuous manual tasks for long periods of time
- Extended periods of time on feet
- Frequent walking, bending, stooping, reaching, lifting
- Work in inclement weather conditions
- Use of medium machinery

HAZARDS:
Exposure to and use of cleaning chemicals.
Electrician

Department of Facilities Services        Filing Deadline: 12:00 PM
Job Code:                                
Pay Level 13                             
12 Month Position, 8 hours per day

DESCRIPTION:
This is skilled electrician work in maintaining, installing, repairing, and inspecting electrical systems and equipment. An employee in this class is responsible for repairing electrical systems and equipment in school facilities; installing a variety of electrical fixtures and devices; and inspecting electrical work completed in school buildings. Work is performed in accordance with standard trade practices and applicable codes and regulations. Experienced workers in these positions initiate their own daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

PRIMARY RESPONSIBILITIES:
Repairs electrical systems and equipment including exterior fans on roof top units; motors; pole lights; kitchen equipment such as ovens, ranges, fryers, steam cookers, soup kettles, dishwashers, and booster heaters; circulating pumps, supply water pumps, and interior and exterior light fixtures.

- Inspects systems and equipment and orders parts and materials as needed.
- Installs new electrical panels, burglar alarms, receptacles, switches, light fixtures, wire molding, and conduit, and wires a variety of equipment including walk-in freezers.
- Inspects electrical work for compliance with electrical codes and local regulations.
- Orders parts, materials, and tools needed for the work.
- Performs related work as required.

QUALIFICATIONS:
Graduation from high school, supplemented by completion of an apprenticeship in the electrician trade; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of the electrician trade; and of the tools, equipment, and materials used in the trade.
- Ability to perform skilled electrician work; to use the tools, equipment, and materials of the trade safely and efficiently; to communicate effectively; to work cooperatively with others.
- Journey Level License in the Electrician Trade.
General Maintenance Worker I

Department of Facilities Services

Classified Position, Level 10
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
This is general maintenance work at the semi-skilled level. An employee in this class assists tradesmen in maintaining electric, HVAC, plumbing and associated fixtures and equipment. Also performs seasonal maintenance of lawns and playgrounds. Employee may perform minor repairs or simple tasks independently. Employees may be assigned various independent tasks in all categories of maintenance work such as masonry, carpentry, roofing, electrical, or plumbing. The employee follows strict procedures in the performance of assigned duties. Work is performed inside and outside of school buildings.

PRIMARY RESPONSIBILITIES:
- Performs routine maintenance tasks such as inspecting fire extinguishers, moving furniture, installs and repairs signs and fences, and teacher relocations
- Assists technicians in maintaining fans, motors, air compressors, and plumbing equipment
- Assists tradesmen in trouble shooting minor electrical problems in fans, light fixtures, switches and receptacles, replaces parts and components as necessary. May perform some repairs independently
- Assists with repairs to doors, door locks, carpets, panic bars; replacing floor tiles; patching holes in walls and plaster, and repairs and installs fences
- Assists in identifying roof leaks and making roof repairs
- Plows snow in winter and clears walkways
- Prunes shrubs and trees, cuts grass, and performs other related landscape functions to include transporting and maintenance of power equipment for semi-annual change over
- Performs other duties as assigned

QUALIFICATIONS:
- Experience in general maintenance work
- Ability to read and write, and follow written and oral instructions
- Ability to properly operate the tools, equipment, and materials required of the specific tasks assigned
- Possess a valid driver's license

PHYSICAL EFFORT:
May be required to lift and move heavy objects, and to climb.

HAZARDS:
Possible injuries may occur using tools of the trade and working around moving equipment.
Head Custodian II

Elementary School

Filing Deadline: 12:00 PM

Job Code:

Classified Position, Level 8
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
The primary function of the Head Custodian II is to serve as the working leader for an elementary school custodial team of four (4) or more custodians that performs building cleaning and facility operation work. An employee in this position leads the evening custodial team and is responsible for ensuring that an elementary school is properly cleaned and ready for the next instructional day. The Head Custodian II receives general or specific directions or instructions from building administrators and ensures that the tasks are completed. During the school year, the Head Custodian II is the working leader of the evening custodial team and works the same hours as the team. During school vacations and weather emergencies, the Head Custodian II serves as the working leader of the entire custodial team and works hours as determined by the building principal.

PRIMARY RESPONSIBILITIES:
- Prepares cleaning assignments for members of the custodial cleaning team and adjusts assignments for absences due to team member sickness or vacation; performs quality control checks of cleaning team assignments and directs re-cleaning of spaces where necessary
- Ensures that exterior maintenance duties such as grass mowing, snow plowing, bush trimming, and trash collecting are performed by the daytime custodian or the custodial team as appropriate
- Handles personnel events during the evening shift, referring discipline or poor performance issues to the building administrator
- Orders custodial supplies from Facilities Services
- Ensures that the school building is secure and that the security alarm is set when the evening shift is complete; ensures that building security checks are completed every day when school is not in session
- When assigned by the building administrator, provides building supervision for community use
- Performs related work as required

QUALIFICATIONS:
The Head Custodian II must possess the following combination of knowledge, abilities, and skills:

- Must possess leadership ability and cleaning knowledge and ability
- Working knowledge of methods, materials, and practices used in building custodian work including the proper use and care of custodial equipment
- Knowledge of safe and efficient procedures for operating custodial equipment and conducting custodial operations
- Ability to train and inspect the work of the custodial team
- Ability to read, write, and maintain routine records
- Good human relations and communications skills
Head Custodian III

Middle School  Filing Deadline:  12:00 PM, Noon
Job Code: Classified Position, Level 9
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
The primary function of the Head Custodian III is to serve as the working leader for a middle or intermediate school with a custodial staff of seven (7) or more that performs building cleaning and facility operation work. An employee in this position leads the evening custodial team of six (6) custodians and is responsible for ensuring that a middle or intermediate school is properly cleaned and ready for the next instructional day. The Head Custodian III receives general or specific instructions from building administrators and ensures that the tasks are completed. During the school year, the Head Custodian III is the working leader of the evening custodial team, and works the same hours as the team. During school vacations and weather emergencies, the Head Custodian III serves as the working leader of the entire custodial team and works hours as determined by the building principal.

PRIMARY RESPONSIBILITIES:
• Prepares cleaning assignments for members of the custodial cleaning team and adjusts assignments for absences due to team member sickness or vacation; performs quality control checks of cleaning team assignments and directs re-cleaning of spaces where necessary
• Ensures that exterior maintenance duties such as grass mowing, snow plowing, bush trimming, and trash collecting are performed by the daytime custodian or the custodial team as appropriate
• Handles personnel events during the evening shift, referring discipline or poor performance issues to the building administrator
• Orders custodial supplies from Facilities Services
• Ensures that the school building is secure and that the security alarm is set when the evening shift is complete; ensures that building security checks are completed every day when school is not in session
• When assigned by the building administrator, provides building supervision for community use
• Performs related work as required

QUALIFICATIONS:
The Head Custodian III must possess the following combination of knowledge, abilities, and skills:

• Must possess leadership ability and cleaning knowledge ability
• Working knowledge of methods, materials, and practices used in building custodial work including the proper use and care of custodial equipment
• Knowledge of safe and efficient procedures for operating custodial equipment and conducting custodial operations
• Ability to train and inspect the work of the custodial team
• Ability to read, write, and maintain routine records
• Good human relations and communications skills
HVAC Controls
Technician I

Department of Facilities Services
Job Code:

Classified Position, Level 14
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
The Heating 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 replacement of systems that are beyond there 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.

PRIMARY RESPONSIBILITIES:
• Diagnoses 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 final completion for control systems on assigned jobs
• Coordinates with external service providers and vendors to resolve problems
• Conducts technical support for technicians on site and at the central office
• Identifies opportunities for system upgrades and service
• Tests and verifies system readings ensuring an optimal system operation
• Performs related work as required

QUALIFICATIONS:
Associates degree in Building Automation (or related field) and four (4) years’ experience in the building trades, including one (1) years of experience working on building automation systems, or comparable level of education and experience. Licensure as Journeyman HVAC tradesmen is required.

• Knowledge of programming and installation of Trane, Andover, or Invensys control systems
• Demonstrated oral and written communication skills
• Knowledge of the hazards and safety precautions of the trade
• Ability to read blueprints and other drawings
• Skill in using the tools, equipment and materials of the trade
• Technical knowledge of building design and system operations
HVAC Technician II

Department of Support Services
Posting Number:

Classified Position, Level 13
Salary Range: Refer to Classified Salary Scale
12 Month Position (Prorated), 8 hours per day

DESCRIPTION:
This is skilled heating and air conditioning work. An applicant for this position must hold a minimum of a Journeyman’s License in Heating, Ventilation, and Air Conditioning or obtain a Journeyman’s License within six months of accepting the position. The employee is responsible for ensuring that heating, ventilation, and air conditioning equipment, pneumatic and digital controls, and related equipment are properly maintained and repaired. Work includes three main areas: maintenance of terminal units, energy management systems, and major chiller components. The work is performed in accordance with standard practices of the trade and applicable codes and regulations. An experienced worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.

QUALIFICATIONS:
Graduation from high school, and journey level experience in the heating and air conditioning trade; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of the heating and air conditioning trade; and of the tools, equipment, and materials used in the trade
- Ability to perform skilled heating and air conditioning repair work; to use the tools, equipment, and materials of the trade safely and efficiently
- To communicate effectively; to work cooperatively with others
- Must hold a Journeyman’s License in the Heating, Ventilation, and Air Conditioning trade or obtain a Journeyman’s License within six months of accepting the position
- Must possess or obtain a Universal Refrigerant Recovery License
- Performs related work as required
Lead Bus Driver

Department of Transportation

Job Code: Classified Position, Level 13
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

Filing Deadline: 12:00 PM, Noon

DESCRIPTION:
The Lead Bus Driver assists Area Supervisors with school bus operations. The Lead Bus Driver evaluates bus stops, routes, and employee performance; coordinates with parents, principals, and citizens; coordinates school bus availability and out of service tracking; and assists Area Supervisors with responsibilities of department.

PRIMARY RESPONSIBILITIES:
• Performs routine observations of assigned routes and bus stops
• Assists in developing bus routes and route changes, in substitute coordination, and in familiarizing drivers with route assignments
• Responds to emergency situations, including investigating motor vehicle accidents and completing accident reports
• Prepares annual evaluation reports, consults with Supervisor and presents assigned employees with the evaluation document
• Explains and enforces bus safety rules to employees, students, school administrators, and the general public
• Reports defective equipment and performs related work as directed
• Must be available to drive a school bus or attend on a school bus at any time as needed

QUALIFICATIONS:
• High school graduate and Commercial Driver’s License with school bus endorsement
• Minimum of three years of experience as a school bus driver with a proven record of mastering skills of school bus driving
• Knowledge of traffic and highway safety rules and regulations
• Ability to effectively communicate, to work cooperatively, and to manage behavior of students on bus
• Ability to perform basic first aid procedures
• Knowledge of all responsibilities of school bus drivers and attendants
• Ability to lift and carry up to 50 pounds; to climb stairs and ladders; to bend, kneel, crouch, and crawl; to hold, grasp, and turn objects; to use fingers to operate computer keyboards; to feel shapes, size, and temperature of objects; to speak normally and to use normal or aided vision and hearing; to detect odors

ORGANIZATIONAL RELATIONSHIPS:
The Lead Bus Driver reports to the Area Supervisor.
Occational Safety Specialist

DESCRIPTION

The Occupational Safety Specialist will assist in the oversight and coordination of LCPS’s efforts to address issues related to occupational safety and instructional lab compliance. Duties include but are not limited to managing compliance with worker occupational safety regulatory requirements and instructional lab safety requirements. The specialist will assist the Environmental, Health and Safety Coordinator in developing safety training, performing safety audits/inspections, and identifying and recognizing workplace hazards and safety compliance issues. This position will also work closely with school personnel to ensure safety compliance of instructional labs to include science and other technical laboratories.

PRIMARY RESPONSIBILITIES

- Conduct safety audits of facilities identifying potential occupational health and safety hazards.
- Participate in incident investigations, root cause analysis and action item completion/follow-up.
- Assist in developing occupational safety programs, policies, and procedures.
- Periodically review all programs.
- Assist in providing content for specific occupational safety/lab safety programs and conduct training as necessary.
- Assist in the development of a training matrix and identifying training needs.
- Monitor and assist with safety initiatives.

QUALIFICATIONS

Holds a Bachelor’s Degree in technical engineering/science discipline, or related field, and experience or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Experience with instructional lab safety equipment including fume hoods, biological safety cabinets, eye wash stations, safety showers.
- Ability to understand and apply regulations concerning occupational safety and fire/life safety code.
- Working knowledge of instructional laboratory environments and familiarity with chemical hygiene plans and biosafety manuals.
- Must be comfortable working closely with consultants, regulatory agencies, contractors

ORGANIZATIONAL RELATIONSHIP

The Environmental Specialist reports to the Environmental, Safety and Occupational Health Coordinator.
Operations
Technician

Department           Filing Deadline: 12:00 PM, Noon
Job Code:

Classified Position, Level 13
Salary Range: Refer to Classified Salary Scale

DESCRIPTION:
This is skilled electronic technician work in maintaining and repairing audio and visual equipment, and similar electronic devices. An employee in this class is responsible for diagnosing equipment problems, making repairs, and instructing others in the use and operation of equipment. The employee services audio and visual equipment that receives daily use, acts as the main contact and support for the audio video equipment for the Central Office including the School Board room which must be maintained in good working condition. The work is performed according to manufacturers' technical manuals and standard service practices of the electronics technician trade. An experienced worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations. This position will be scheduled to work evenings coinciding with School Board Meetings and other meetings requiring use of the audio visual equipment in the Administration Building School Board room.

PRIMARY RESPONSIBILITIES:
• Diagnoses audio and visual equipment problems using reference manuals
• Tests equipment using volt ohm meters, oscilloscope, frequency meters, and replaces defective audio and visual equipment components (on-site and in-shop bench work)
• Diagnoses and repairs equipment including: VCRs; Interactive white boards, TVs; audio tape recorders; record players; LCD projectors; CD players; digital cameras; projector screens; headphones; and listening stations
• Diagnoses school building public address and intercom system problems; repairs or replaces defective components
• Sets up audio systems for programs and events
• Designs, installs, diagnosis, and repairs MATV systems, classroom audio/visual systems and audio systems for auditoriums, gyms and athletic fields
• Maintains records of equipment repairs and inventory of parts
• Performs related work as required

QUALIFICATIONS:
Graduation from high school, and completion of training in electronic equipment repair; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

• Knowledge of the methods and practices of audio visual repair work; and of the tools, equipment and materials used in the trade
• Ability to perform skilled audio visual equipment repairs; to use the tools, equipment, and materials of the trade safely and efficiently; to communicate effectively; to work cooperatively with others

PHYSICAL EFFORT:
The position typically requires workers to lift and carry up to 45 pounds.
Plumber

Department of Facilities Services  Filing Deadline: 12:00 PM
Job Code:

Pay Level 13
12 Month Position, 8 hours per day

DESCRIPTION:
This is skilled work in maintaining plumbing fixtures and system in the school facilities. An employee in this class is responsible for repairing, replacing parts or equipment as needed, and periodic maintenance checks of plumbing systems and fixtures. The work is performed in accordance with standard practices of the trade and applicable codes and regulations. Experienced workers in these positions initiate their own daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

PRIMARY RESPONSIBILITIES:
• Repairs or installs plumbing fixtures; replaces parts such as washers, faucet seats, ice makers, garbage disposals, booster heaters, water heaters, and pipes.
• Removes and installs drinking fountains, water coolers, and motors.
• Replaces water reducing valves, mixing valves, circulating pumps, well pumps, and controls on boilers.
• Unclogs drain lines, stools, sinks, and pneumatic and air valves.
• Performs summer maintenance on boilers and burners.
• Performs related work as required.

QUALIFICATIONS:
Graduation from high school, and completion of an apprenticeship in the plumbing trade; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

• Knowledge of the plumbing trade; and of the tools, equipment, and materials used in the trade.
• Ability to perform skilled plumbing work; to use the tools, equipment, and materials of the trade safely and efficiently; to communicate effectively; to work cooperatively with others.
Preventive Maintenance Technician

Department of Facilities Services         Filing Deadline: 12:00 PM
Job Code: Pay Level 11
12 Month Position, 8 hours per day

DESCRIPTION:
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 and minor repair of ventilation, air conditioning, electronic-pneumatic controls, and related ancillary equipment. This employee also has responsibility for ensuring that safety procedures are adhered to in the removal of hazardous materials. The employee calibrates, makes minor repairs, and performs routine preventive maintenance. Work is performed in accordance with standard trade practices and applicable codes and regulations.

PRIMARY RESPONSIBILITIES:
• 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
• Files appropriate reports
• Determines need, obtains information, and places orders for parts/component replacement
• Performs related work as required

QUALIFICATIONS:
Graduation from high school and vocational training in air conditioning and refrigeration systems and maintenance, or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

• 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
Safety & Security
Technician

Department of Safety & Security                   Filing Deadline:  12:00 PM, Noon
Job Code:  SNS

Classified Position, Level 13
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
This is skilled electronic work in installation, maintenance and repair of surveillance camera and digital recording systems equipment, electronic access control systems, security and fire alarm systems and similar devices. The employee is responsible for installing equipment, diagnosing equipment problems, making minor repairs, and instructing others in the use and operation of the equipment. The employee installs and services electronic surveillance cameras and companion digital recording equipment, fire and security alarm systems and electronic access control systems that receive daily use and which must be maintained in good working condition. The work is performed according to manufacturers’ technical information and standard service practices of the security surveillance and access control trade and state law. This employee is also responsible for the inventory control of all such equipment as well as coordination of billing audits.

PRIMARY RESPONSIBILITIES:
- Diagnoses security surveillance equipment problems using reference materials and computer software. Replaces defective components; including replacing batteries and mechanical locking systems
- Diagnoses security and fire alarm system trouble signals
- Perform minor service and repair of alarm systems
- Tests equipment using volt ohm meters, amp/volt testers, computers, and watt meters
- Trains employees on the use of electronic control equipment and security surveillance systems
- Communicates/coordinates with vendors, school administration, School Board administrative offices, school bus transportation office
- Maintains security cameras, digital surveillance recorders, and electronic access control systems-including card access and video entry in good working order
- Installs security cameras, digital surveillance recorders, electronic access control systems in school buildings, school administrative offices
- Maintains records of equipment repairs and inventory of parts

QUALIFICATIONS:
Graduation from high school and experience in the installation, maintenance and repair of a variety of electronic security surveillance and access control devices; experience and/or certification with fire/security alarms and locksmith/access controls preferred or any combination of education and experience that would provide the following knowledge, abilities, and skills:

- Ability to manage inventory and parts control
- Working knowledge security surveillance camera, recording equipment installation and repair procedures
- Working knowledge of electronic access control equipment installation and repair procedures
- Working knowledge of fire and security alarm systems equipment troubleshooting and minor service repair and maintenance
- Working knowledge of electrical hazards and safety precautions
- Ability to read technical manuals
- Ability to demonstrate the use and operation of equipment
- Skill in using the tools, equipment, and materials of the trade
- Valid driver’s license
- Ability to lift 25 lbs.
- Ability to climb and work using 6’ to 8’ ladder
TRIP SCHEDULING ASSISTANT

Department of Transportation

Level 11, Classified
12 month, 8 hours a day

DESCRIPTION
The Trip Scheduling Assistant is responsible for assisting the Trip Specialist in processing requests for transportation service for all public schools in Loudoun County as well as outside agencies. The Trip Scheduling Assistant assists in coordinating trips and in preparing billing and pay information.

PRIMARY RESPONSIBILITIES
- Receives trip requests from schools and other agencies, verifies information and posts on scheduling calendar
- Assigns field trips and athletic trips to drivers and schedules spare buses for drivers on trips
- Enters data into automation systems to prepare field trip vouchers for schools, drivers, and transportation statistics; determines pay hours and overtime rates to be paid to employees for proper payment of services
- Coordinates with school administration and athletic directors as to departure time, number of buses needed, and available dates
- Coordinates with communications department for installation and repair of communications equipment of trip buses
- Accumulates information for proper billing and accounting of trip allocation funds and auditing of receipts for billing accounts
- Serves as backup to Payroll Specialist II for transportation operation and performs related work as directed

QUALIFICATIONS
Graduation from high school and experience in performing accounting clerical work or any equivalent combination of education and experience that would provide the following:
- Ability to locate, select, compile, and summarize data
- Ability to identify discrepancies or inaccuracies in data and to make corrections
- Ability to interpret and apply instructions and guidelines to specific situations
- Ability to determine work priorities
- Ability to effectively meet daily deadlines

ORGANIZATIONAL RELATIONSHIPS
The Trip Scheduling Assistant reports to the Trip Specialist.