

CLASSIFICATION DESCRIPTION
School Equipment Maintenance Mechanic

<u>Title of Immediate Supervisor:</u> Facilities Management Supervisor	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> School custodians		<u>Pay Grade Assignment:</u> National Conference of Firemen & Oilers, Local No. 956, Pay Group 16

General Summary or Purpose of Job:
Position is to perform skilled work in the maintenance and repair of school mechanical systems, and other building equipment, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, bleacher, movable wall and gym equipment systems, dust collection and other contaminant exhaust systems. In addition, perform preventative maintenance and regularly inspect equipment and repair any problem before it causes damage or breakdown. This may include inspecting belts, checking fluid levels, or replacing filters. Collaborates and works with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, painting, carpentry, and other building trades as needed to properly maintain District property. Accepts direction and work assignments from Building Engineer III or IV while under the supervision of a Facilities Management supervisor.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinates work tasks and schedules with building engineers, operates, adjusts, balances, and repairs building ventilation and heating systems, domestic hot water and building dehumidification systems, bleacher, movable wall and gym equipment systems, dust collection and other contaminant exhaust systems. Performs related duties to accomplish these tasks.	Daily 60%
2.	Performs mechanical repairs, maintenance, and preventative maintenance on school building and certain curriculum related equipment and furniture found in schools.	Monthly 20%
3.	Conducts condition inspections and performs basic maintenance of roof, window, masonry, electrical, plumbing, painting, carpentry, and other building systems.	Daily 10%
4.	Operate and maintain pool related equipment; test and maintain proper chemical balances; ensure that pools and associated piping and controls function properly.	Varies 5%

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5.	Assists building engineers in the direction and supervision of school custodians and performs other duties of a comparable level or type to those listed in 1 thru 4 above, and may perform custodial, snow removal or lawn care work on occasion.	Weekly 5%
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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or a GED certificate, and at least five years of full time experience constructing and or repairing building mechanical, electrical, and architectural aspects of large institutional type buildings; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements:

First Class Engineer license (Preferred for job entry and required after experience qualifies for testing and licensure)
 Universal CFC card (Preferred for job entry and required before end of probationary period)
 Minnesota Class C Driver's license (Required)
 Asbestos Site Supervisor certification (Preferred for job entry and required before end of probationary period)
 Certified Pool Operator license (Preferred for job entry and required before end of probationary period)

Knowledge Requirements:

Requires knowledge of:

- Methods, materials, tools and equipment used in mechanical systems maintenance, electricity, painting, carpentry, and other building trades.
- Operation, maintenance and repair of boilers, pumps and ventilating systems.
- Basic electricity.
- Safety rules and safe work practices.
- Heating, ventilation, and air conditioning systems, pipe repair, traps, & pump repair, steam and hot water systems, including ducting, heating coils, dampers, fan systems, damper motors, filters, air flow and indoor air quality measurement.
- Small motor repair and school equipment maintenance and repair.
- Energy management systems and controlled mechanical equipment.

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- Pneumatic systems operation maintenance and repair.
- Pool and boiler systems, piping, filtration, exchangers, pumps, flows, and proper mixing of related chemicals.
- Maintenance and operation of gym equipment.
- Proper techniques for working with asbestos containing and other hazardous materials.

- Skill Requirements:**
 Skilled in:
- As related to boiler and piping systems, threading, soldering, pipe installation methods, and mixing and using chemicals.
 - Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
 - Ability to utilize and operate water and air flow test equipment.
 - Ability to work from plans, drawings and specifications.
 - Ability to maintain a harmonious working relationship with other employees.
 - Using wrenches and other hand tools, portable tools and power equipment necessary to safely and efficiently maintain all building components, including heating, ventilating and related equipment.
 - The ability to understand and use applicable EMS software to properly control or diagnose problems.
 - The ability to understand and use access control, clocks, bells, and lighting software to properly control and at times diagnose potential problems with hardware or settings.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance				√
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.				√
Up to 100 lbs.			√	
More than 100 lbs.		√		

General Environmental Conditions:

Work is constantly performed in wet or humid conditions, such as in boiler rooms and tunnels; and near moving mechanical parts, such as pumps, fans, belts, or motors; and in high places or on elevated platforms or ladders; and in the presence of fumes, vapors or

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airborne particles where use of a respirator may be required; and in extreme heat such as in attics and boiler rooms. Work is performed with toxic or caustic pool chemicals; and where there is a risk of electrical shock; and, where vibration is present from tools or mechanical equipment. Occasionally, work is performed in outdoor weather conditions such as when workings on roofs and with exhaust fans and dampers.

The typical noise level is considered to be moderate, except in boiler or pool rooms where the level can be loud and where hearing protection may be required.

General Physical Conditions:

Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Repetitive twisting, bending and lifting are required.

Work is occasionally performed on ladders or scaffolding.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements		√
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Reviewed and revised by Human Resources, 11/9/2011. Reviewed and revised by Bjorklund Compensation Consulting, 11/16/2011.

Reclassified from Heating Ventilation & School Equipment Mechanic job description.

Draft Update by Kerry M. Leider 11-13-14

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