

# Lenawee ISD

## Role Description

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Position Title:	Maintenance Mechanic II (HVAC Focus)
Area:	Facilities
Reports To:	Director-Facilities/Maintenance and Supervisor-Maintenance
Supervises:	May be assigned to mentor job shadowing co-op students
Last Revised:	September 2023

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### **SUMMARY:**

Hired through third party agency.

Provide safe and healthy environments that are conducive to learning.

Perform skilled maintenance assignments necessary to ensure the proper upkeep and efficient operation of all LISD buildings, grounds and equipment.

**ESSENTIAL JOB FUNCTIONS** *include the following. Other duties may be assigned.*

- Areas of responsibility include all LISD buildings, grounds and equipment.
- Inspects diagnoses, repairs and/or replaces in-house mechanical, HVAC, electrical, plumbing and instructional equipment and other facilities systems as required
- Performs preventative maintenance tasks per schedules
- Inspects, repairs and maintains structural and building envelope systems
- Performs comprehensive construction and renovation projects as assigned
- Assists in monitoring and restocking inventory of parts and supplies.
- Responsible for general upkeep and maintenance of LISD vehicles.
- Obtains and monitors the services of outside contractors as authorized for tasks beyond the capability of in-house staff or where specialized equipment or licensure are required
- Documents service and installation actions by completing electronic forms, reports, logs, and records
- Responsible for programming, troubleshooting, repairing, scheduling and monitoring the district's computerized energy management system to ensure optimum energy efficiency and occupant comfort levels.
- Responsible for quality assurance routine water testing, monitoring, and recording as required by the Michigan Department of Environmental Quality and the Lenawee County Health Department for all LISD water well systems
- Responsible for identifying, reporting and correcting all facilities issues related to safety & security
- Performs custodial tasks and assists with event set up and tear down duties as needed
- Assist in monitoring the performance of snow removal, lawn care and other outside service contractors.
- Performs call-in after hours emergency services
- Assumes other responsibilities and performs other duties as assigned

- Maintains professional positive attitude in all communications with students, co-workers, teachers, administrators, and the public.
- Consistently uses personal protective equipment while performing tasks.
- Mentors and assists in the training and monitoring of new staff including staff with special needs and co-op students.
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
  
- Competencies, Skills and Abilities:
  - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
  - Ability to balance figures
  - Ability to compile statistics
  - Ability to coordinate itineraries/meetings/events/schedules
  - Ability to research information
  - Ability to prioritize multiple tasks
  - Ability to deal effectively with a changing environment and be open to new ideas
  - Ability to communicate in person, via phone and computer
- Physical Demands:
  - Occasional reaching/stooping/bending/kneeling/ crouching
  - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
  - Must be able to read and speak the English language
  - Must have visual acuity
  - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
  - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
  - Handle high stress and multi-task situations
  - Must have a regular and reliable level of attendance
  - Occasional pressures due to multiple calls and projects
  - May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

**Required:**

- Must be at least 18 years old
- High School diploma or equivalent
- Must be in good physical health with ability to lift and balance 60 lbs on a regular basis.

- A minimum of 5 years work experience in a position with similar or related essential job functions involving or directly working with heating, ventilation, and air conditioning (HVAC) applications.
- Demonstrated comprehensive computer skills
- Demonstrated ability to multi-task

**Preferred:**

- Significant demonstrated experience being licensed in one or more HVAC areas of expertise.
- Demonstrated ability and licensure in Computerized Energy Management Systems including programming, scheduling, troubleshooting, maintenance and repair.

**CERTIFICATES, LICENSES, and REGISTRATIONS AND OTHER REQUIREMENTS**

**Required:**

- Valid driver license with fewer than four (4) points
- Must possess a valid license, journeyman card and other accredited certificate of training and education in one or more of the following trade categories, or be willing to obtain such credentials within a time period established by the LISD.
  - *Building Maintenance & Alterations*
  - *HVAC licensure to maintain, repair, and install HVAC equipment. (or be willing to obtain such credentials within a time period established by the LISD)*

**Preferred:**

- Must have five years experience and possess a valid HVAC license, journeyman card and other accredited certificate of training and education in one or more of the following trade categories, or be willing to obtain such credentials within a time period established by the LISD.
  - *General Building Contractor*
  - *HVAC*
  - *Low Voltage Electrical*
- Michigan Department of Environmental Quality Classification S-5 Water Works System Operator Certification (must obtain initial S-5 Certification within 2 years)

**TERMS OF EMPLOYMENT**

Up to 260 days; up to 8 hours per day.

Grade = E Hourly, Non-Exempt

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_