

Birmingham Community Charter High School Systems Maintenance Technician

Title: Systems Maintenance Technician
FLSA Status: Non-Exempt
Reports to: Plant Manager and School Administrator
Supervises: N/A

DEFINITION:

Operates and maintains compressors, refrigeration equipment, generators, air-conditioning facilities and all appurtenant equipment driven by steam, air, diesel, gas, water or any other power-developing energy. Inspects and maintains all mechanical, HVAC, electrical, piping and plumbing systems and equipment to the end that the most economical and efficient results may be obtained.

ESSENTIAL FUNCTIONS:

- Repairs and replaces hot-water and direct gas-fired heating systems; chilled-water and direct-expansion air conditioning systems, including condensers and cooling towers
- Installs, repairs, and replaces pipes, traps, boilers, pumps, valves, coils, radiators, air and refrigeration compressors, fans, blowers, safety controls, and related equipment
- Installs, tests, checks, adjusts, repairs, and replaces temperature and combustion controls, instruments and systems
- Lays out, assembles, installs, tests, maintains, services, and repairs such items as conduits, motors, lights, fans, heaters, fire alarms, bell and buzzer systems, field lighting systems, clock systems, telephone systems, wall, floor, and ceiling receptacles
- Installs interior and exterior wiring for equipment and appliances and cuts, drills, and channels floors and walls for conduits and related installations or repairs
- Bends and threads conduit and installs wires and cables in conduits
- Installs and repair lamps which may require climbing ladders and poles
- Adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, latches, catches, fasteners, and door closers
- Designs multi-level master key systems
- Opens or removes locks that cannot be opened by ordinary means
- Operates a key-cutting machine
- Maintains and repairs automatic, semi-automatic, and manually operated lawn sprinkler systems
- Replaces, maintains, and repairs plumbing systems, equipment, appliances, controls, and fixtures
- Mechanic duties on electric carts including repairing and replacing electronic components and motors; adjusting and repairing steering and suspension systems, replacing brake shoes or pads, and servicing hydraulic brake systems; replacing or repairing locks and other component items
- Researches vendors for necessary replacement parts for equipment and creates requisitions into the online purchase order system
- Help cross train Facility Maintenance Technicians with System Maintenance Technician duties
- Makes minor welding repairs
- Perform related duties as required

Systems Maintenance Technician

KNOWLEDGE OF:

- HVAC systems, air cleaning devices and indoor air quality
- Water conditioning and treatment; plumbing
- Fire protection systems; fire alarm systems
- Heating systems operations, mechanical components of heating systems and heating sources
- Thermodynamics
- Steam and hydronic heating
- Humidification
- Basic mathematics needed to operate heating systems
- Refrigeration cycles and principles, mechanical components of refrigeration systems
- Systematic troubleshooting
- General maintenance procedures
- Alternate sources of electricity
- Electrical safety
- Electrical circuits, electric meters; cables, terminations and conduits
- Maintaining light sources and fixtures
- Electric motor basics and maintenance
- Energy management programs
- Preventative maintenance
- Building automation systems
- HVAC, electrical, lighting control systems and VAV boxes
- Energy management opportunities
- Standard operating procedures
- Energy consumption factors
- Retrofit strategies
- Measuring ROI on energy initiatives

ABILITY TO:

- Interpret and work from blueprints, drawings and sketches
- Read and interpret manuals, specifications, drawings and blueprints
- Follow written and oral instructions
- Make accurate measurements and computations
- Operate and maintain specialized tools used in HVAC, electrical, plumbing and related trades
- Measure and calculate angles, lengths and volumes
- Understand and follow oral and written instructions
- Estimate necessary materials and equipment to complete assignments
- Exercise independent judgment and initiative without close supervision
- Prepare basic records and reports
- Establish and maintain effective working relationships with those encountered in the course of the work

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

Training in a variety of skills such as plumbing, HVAC, electrical or irrigation, pool maintenance, welding and metal fabrication.

EXPERIENCE:

Five (5) years of general maintenance experience.

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SPECIAL:

Possession of a certificate of competence of chlorofluorocarbon License type Universal in accordance with EPA Rule 608, Clean Air Act.

A valid California Driver License and use of an automobile may be required for this position.

PHYSICAL DEMANDS:

- Manual dexterity and strength to use tools of the trade
- Visual acuity to read and calibrate instruments
- Safely lift and carry objects up to 100 pounds
- Climb and work at heights and in confined spaces
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform moderate to heavy physical exertion
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date