



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: FACILITIES MAINTENANCE TECHNICIAN
REPORTS TO: Maintenance & Operations Officer **SITE:** District Office - M&O
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 254 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under general supervision, perform journey level work in the servicing, adjusting, and repair of all types of heating and ventilating equipment, control systems, boiler systems, air circulating systems, plumbing systems and refrigeration equipment, and perform other related duties as assigned. Provide constructive feedback on projects and site concerns.

CLASS CHARACTERISTICS:

Positions in this class require skill obtained through a formal apprenticeship in the mechanical trade. The supervisor makes assignments by defining objectives, priorities and deadlines; and assists employees with unusual situations which do not have clear precedents. Employees are expected to carry out work assignments and handle routine problems without supervision. Completed work is usually evaluated for technical soundness; however the methods used in arriving at the end result are not usually reviewed in detail. The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects, and crouching and crawling in restricted areas.

ESSENTIAL FUNCTIONS:

1. Inspect low-pressure boiler systems, check and adjust controls, valves, switches, and water levels, make repairs and adjustments.
2. Inspect, modify and repair ventilating systems to ensure proper heating, air flow, and room temperatures; remove, clean and/or replace HVAC filters.
3. Service fans, compressors, and pumps by lubricating, and cleaning as required; repair pneumatic heating and control systems.
4. Calibrate and adjust thermometers and thermostats; set controls on forced air heating/cooling systems.
5. Clean overhaul pump assemblies and water seals.
6. Estimate costs of mechanical repairs and services.
7. Prepare, track and complete work order estimates of time and material costs; make sketches of proposed jobs, and provide scope of work or project time lines.
8. Use Personal Protection Equipment (PPE) to the scope of work being performed.
9. Test and repair backflows in accordance with local or state codes.
10. Completion of associated paperwork related to projects to ensure the District is in compliance.
11. Perform plumbing repairs on potable and non-potable water systems.
12. Sewer repairs above and beyond the site personal ability's.
13. Snake, jet, and video sewer lines up to 100' and no larger than 6".
14. Troubleshoot, diagnose, and repair EMS controls.
15. Perform HVACR troubleshooting, recovery of gas, component replacement and charging of systems.
16. Conserves, recovers, and recycle refrigerants used in air-conditioning and refrigerations systems.

Employment Standards:

- Incumbent must be able to perform essential duties 1-16 with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent plus completion of an accredited apprenticeship program in the mechanical trades.
- Four (4) years of experience performing journey level experience in the mechanical trades.
- Maintain and hold a valid EPA Universal Refrigerant License.
- Maintain and hold a valid HVAC-R Technician Certification.

KNOWLEDGE OF:

- Methods, procedures, materials and equipment used in the mechanical trades.
- Electronics including digitally controlled ganges, thermostats, and motors.
- Advanced level wiring methods and techniques.
- Methods and procedures to troubleshoot and diagnose mechanical equipment failures.
- Work hazards and safety practices including OSHA regulations associated with the mechanical trade.
- District's online work order system (School Dude).
- EMS function and controls.
- Knowledge of UPC, NFPA, CAL/OSHA pertaining to the mechanical trades.

ABILITY TO:

- Interpret and work from sketches, drawings, and blueprints and schematics.
- Troubleshoot and diagnose mechanical and other defects in equipment.
- Operate, adjust and repair boilers, heating controls, air distribution, and heating systems.
- Recondition and or/install new parts of a variety of complex mechanical equipment.
- Set work priorities and work with minimal supervision or in a team environment depending on the scope of the project,
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Speak, read and write in English.
- Attend required trainings and pass tests if provided.
- Work on ladders, lifts, roofs, and scaffolds.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Hazardous chemicals.

- Working in a cramped or restrictive work chamber.
- Working at various heights.
- Exposure to lubricants, fumes and other agents associated with HVAC-R; compressed gases, hydraulic and air power sources; equipment temperatures extremes.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS:

- Vision sufficient to read blueprints, tape measures, and other printed materials.
- Hearing sufficient to hear conversation and to hear sound from machines and equipment.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical stamina sufficient to reach overhead above the shoulders and horizontally, agility to walk, bend at the waist, kneel or crouch, stoop, climb on ladders, and to crawl in small places.
- Strength sufficient to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 100 lbs., using a dolly or hand truck.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.