

SCHOOL BOARD OF BAKER COUNTY, FLORIDA

TECHNICIAN – HARV

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful experience at the skilled journeyman level in heating, refrigerator, ventilator, and air conditioning equipment installation, maintenance and repair, preferred.
- (3) Journeyman license or proven competency, preferred.
- (4) EPA certification for reclaiming/recycling refrigerants.
- (5) Valid Florida Driver's License.
- (6) Possess a personal set of hand tools necessary to complete performance responsibilities.
- (7) Experience in repair of food service equipment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools and materials of the trade. Knowledge of preventive maintenance programs and local, state, and federal requirements. Ability to service and repair kitchen type appliances in schools. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to read and interpret blueprints, wiring diagrams, specifications, and operating manuals. Ability to supervise and direct the work of others. Ability to perform cross-over work in several trade areas. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Nutrition Services Director

JOB GOAL

To complete installation, maintenance, and repair of heating, refrigeration, ventilation, air conditioning equipment and food service equipment safely and efficiently at the skilled journeyman level. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Repair and maintain all air conditioning, HVAC and food service equipment, component parts, and subassemblies.
- *(2) Repair and maintain refrigeration equipment to include coolers and freezers.
- *(3) Repair and maintain food service equipment to keep kitchens operating at all times.

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- * (4) Clean and replace elements and door gaskets.
- * (5) Check and tighten all connections to steamers.
- * (6) Rebuild pumps, install elements, and repair conveyor tracks on dish machines.
- * (7) Replace elements, switches and controls, calibrate for correct cooking temperature on ranges.
- * (8) Repair doors, replace controls, contact switches and oven bulbs on stack ovens.
- * (9) Repair, clean, and replace motors.
- * (10) Sharpen or replace blades.
- * (11) Lubricate food choppers.
- * (12) Replace bearings, gears, and drive belts; check and tighten all connections on hot serving lines.
- * (13) Replace pumps, timers, and elements.
- * (14) Repair hot water heaters.
- * (15) Repair or replace piping, burners, and thermocouples; clean burners; install new controls, rebuild controls; check and tighten all connections on steam kettles.
- * (16) May be required to work in other areas of maintenance.
- * (17) Maintain truck stock of repetitive items and advises warehouse manager when new items should be stocked or deleted.
- * (18) Operates county vehicle and equipment in a safe manner. Performs all drivers checks and maintenance.
- * (19) Utilize and maintain proper tools and equipment required to complete work assignments.
- * (20) Direct the work of other workers as assigned.
- * (21) Read blueprints, factory details, and circuitry schematics related to the accomplishment of daily assignments.
- * (22) Assist in placing orders and bids, if needed, for parts and materials.
- * (23) Assist in maintaining an inventory of parts and materials as needed.
- * (24) Assist other maintenance personnel with tasks as needed or directed.
- * (25) Provide emergency repair service as needed.
- * (26) Assist in developing and maintaining a preventive maintenance program.
- * (27) Participate in casualty prevention tests and inspections as required.
- * (28) Maintain daily vehicle logs.
- * (29) Serve on school/district committees as required or appropriate.
- * (30) Adhere to applicable safety standards.
- * (31) Attend all staff meetings and workshops.
- * (32) Assist with maintaining a clean and orderly environment.
- * (33) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (34) Communicate effectively with the public, staff members, students, parents, supervisors, administrators and other contact persons using tact and good judgment.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (36) Demonstrate initiative in the performance of assigned responsibilities.
- * (37) Demonstrate support for the school district and its goals and priorities.
- * (38) Exhibit interpersonal skills to work as an effective team member.
- * (39) Follow attendance, punctuality, and proper dress rules.
- * (40) Maintain confidentiality regarding school/workplace matters.

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- *(41) Maintain expertise in assigned area.
- *(42) Manage time efficiently.
- *(43) Model and maintain high ethical standards.
- *(44) Participate in cross-training activities as required.
- *(45) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(46) Prepare all required reports and maintain updated and accurate records.
- *(47) Represent the District in a positive and professional manner.
- *(48) Respond to inquiries and concerns in a timely manner.
- *(49) Perform other duties as assigned.
- *(50) May require work on occasion beyond normal duty hours in support of emergency or high priority work.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

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 force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.