

# JOB DESCRIPTION

## \_\_\_\_ PATERSON \_\_\_\_ BOARD OF EDUCATION

**FACILITIES**  
**4232 Preventative Maintenance**  
**& Tech Coordinator**  
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**JOB TITLE:** Preventative Maintenance & Tech Coordinator

**REPORTS TO:** Executive Director of Facilities

### **NATURE AND SCOPE OF JOB:**

The Preventative Maintenance & Tech Coordinator supervises, coordinates, and documents preventative maintenance of all facility and utility systems, including, but not limited to, refrigeration, heating, ventilation, and air conditioning (HVAC), steam, condensate, plumbing, and electrical systems using the SchoolDude Computerized Maintenance Management System (CMMS). The Preventative Maintenance & Tech Coordinator is responsible for collecting equipment data and assisting the Facilities Manager in developing, implementing, and monitoring preventive maintenance programs for mechanical, electrical and facility systems. The Preventative Maintenance & Tech Coordinator directly supervises student and part-time staff that perform semi-skilled preventative maintenance, supervises the performance of emergency and routine maintenance on campus facilities and systems as performed by full-time employees, and, within Facilities Maintenance and in coordination with policies established by the Executive Director of Facilities.

### **QUALIFICATIONS:**

The Preventative Maintenance & Tech Coordinator shall possess:

1. A high school diploma or the equivalent and an Associate's degree, completion of a technical training program in a maintenance trade equivalent to a minimum of sixty hours of college credit, or completion of a recognized apprenticeship program in a maintenance trade, or a combination of the three, is required as well as computer programming knowledge and computer applications expertise and experience.
  2. Skills in the proper use of test equipment, hand and power tools, diagnosing and trouble-shooting equipment malfunctions and systems failures are required.
  3. Must be able to read and interpret blueprints, schematics, and wiring diagrams.
  4. Experience: At least six years of progressively responsible experience in the repair and maintenance of industrial or commercial equipment and/or facilities is required. Experience in mechanical, heating, ventilation and air conditioning (HVAC), electrical, plumbing, and refrigeration systems and motorized mechanical equipment and vehicles is preferred.
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5. Supervisory skills, ability to motivate others to effective action, and administrative ability are required. Computer literacy is required.
6. Experience with a CMMS system, including data entry and scheduling, is preferred.
7. Skills in the proper use of test equipment, hand and power tools, diagnosing and trouble-shooting equipment malfunctions and systems failures are required.
8. Must be able to read and interpret blueprints, schematics, and wiring diagrams.
9. Supervisory skills, ability to motivate others to effective action, and administrative ability are required.
10. Computer literacy is required.
11. Experience with a CMMS system, including data entry and scheduling, is preferred.
12. A valid New Jersey driver's license is required.
13. Strong interpersonal and communication skills and experience
14. Demonstrated success in providing high levels of customer service
15. Ability to plan, organize, complete assigned work
16. Ability to analyze and solve problems in a quick and accurate manner
17. Proficient in data entry/management and accurate record keeping
18. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks
19. Ability to analyze and communicate analysis of data, preferred
20. Computer literacy (including Internet applications)

### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
  2. Required documentation outlined in the qualifications above.
  3. A minimum of three letters of reference from former employers or other professional sources, or copies of recent evaluations and observations of teaching performance.
  4. Employment interview.
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### **EMPLOYMENT TERMS:**

The Preventative Maintenance and Tech Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Preventative Maintenance & Tech Coordinator responsibilities will include, but not be limited to the following:

1. Assists the Facilities Manager with ensuring that all facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling daily and weekly preventative maintenance activities in coordination with the facilities dispatcher.
  2. Supervises student and part-time worker maintenance crews as assigned as well as interacting with full time trades staff and Chief Custodians in the performance of routine preventative maintenance on facilities and systems and makes work assignments based upon an evaluation of job requirements and individual expertise.
  3. Assures completion of assigned maintenance and repair tasks by monitoring work progress performed by student and part-time staff as well as full-time employees, inspecting work performance and providing corrections of any deficiencies as necessary, redirecting work efforts to meet critical and/or necessary work requirements, and recommending the use of additional departmental personnel or contract personnel (as appropriate) to meet assigned completion targets.
  4. Assists with the development of a competent and efficient student and part-time worker maintenance crew by training personnel (as necessary) in the proper use of test equipment, hand and power tools, and shop safety, and demonstrating appropriate work methods.
  5. Develops CMMS PM tasks for the preventative maintenance of mechanical, electrical, heating, ventilation and air conditioning, plumbing and refrigeration control systems.
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6. Assists with documenting the cost of maintenance repairs and services by keeping records of time and materials to be charged to each job and providing periodic status reports to the Facilities Manager.
7. Assures that preventative maintenance personnel have the equipment and supplies necessary to perform mechanical services by monitoring the use of supplies and materials, estimating future material usage, requisitioning those supplies and equipment, distributing supplies/materials and equipment as required, and advising the Facilities Manager & Sector Supervisors regarding potential shortages, recommended replacement items, or related equipment needs.
8. Supports preventive maintenance as a strategy in maintaining District electrical, mechanical, control, and plumbing systems by assisting in the development and monitoring of preventive maintenance programs, keeping accurate records in the work management system on all equipment indicating all repairs/breakdowns, replacements, required and performed maintenance, performing spot checks of equipment to determine their working condition, and performing and/or directing periodic cleaning and servicing of tools and test equipment.
9. Assists the Facilities Manager with ensuring that contract mechanical maintenance services meet specified results and/or work orders thus minimizing future operational problems by observing (spot checking) the work performed and advising the Facilities Manager when contracted services fail to meet specifications or endanger District property or lives.
10. Contributes to the operation of safe District pools and boiler water treatment systems by supervising the testing and treatment of their water chemical systems.
11. Enforces District and departmental rules and policies regarding employee conduct for assigned student and part-time workers by advising them of the rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action to the Facilities Manager as necessary.
12. Reduces the likelihood of a significant disruption of mechanical services (i.e., heating, cooling, plumbing, electricity) to the District and assures around-the-clock responsiveness to mechanical failures or emergency situations.
13. Supervision - The Preventative Maintenance & Tech Coordinator is supervised by the Facilities Manager and supervises student staff and temporary staff.
14. Educational Requirements of the Job - The job requires a high school diploma or equivalent and up to one year (30 credit hours) of technical training, certification, and/or vocational classes or course work in a specialized area.

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15. Skill Requirements - Craft and Trade Skills - This job represents journeyman-level skill in building trades or related areas requiring extended training and/or experience and considerable practical knowledge in a trade or technical area, or other skills requiring similar levels of training. Skill at this level normally requires six years of experience within the trade.
16. Managerial Responsibility - Some supervision and training of student and part-time workers may be required where the nature of supervision is largely confined to scheduling.
17. Contributes to the overall success of Facilities Maintenance by performing other essential duties and responsibilities as assigned.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. The ability to lift and transport materials and equipment weighing up to 50 pounds on a frequent basis and up to 100 pounds on an occasional basis is required.
2. The ability to tolerate prolonged standing and frequent bending, stooping, and reaching on a daily basis is required.
3. The ability to work in confined spaces is required.
4. A full range of physical motion is required in order to operate manual and electrically-powered tools and electrical test equipment, to move throughout the district, including climbing stairs in all buildings, and to work at heights.
5. Work is performed indoors and out-of-doors, occasionally in environments that are dusty, noisy, or which could have work hazards.
6. Speak and hear and Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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### ENVIRONMENTAL DEMANDS:


The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. The scope of the position requires exposure to and use of chemicals, solvents, and cleaners common to most maintenance trades that may be hazardous and/or cause injury if specific instructions regarding their mixture, use, and disposal/storage are not properly followed. A valid New Jersey driver's license is required.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Executive Director of Facilities shall evaluate the Preventative Maintenance Tech Coordinator in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date