CLASS TITLE: **SENIOR ELECTRO MECHANICAL LEADWORKER**

DEFINITION: Under general direction, performs work of considerable difficulty planning, supervising, scheduling and participating in the work of skilled and unskilled craft workers engaged in electrical maintenance, repair and alteration, as well as the maintenance, installation and repair of the heating and air conditioning and refrigeration systems and equipment for all district facilities; and performs related work as required.

EXAMPLES OF DUTIES:

- Plans, supervises, inspects and participates in the installation, testing and repair/replacement of electrical, heating, refrigeration and air conditioning systems, electrical work including trouble-shooting, heating control maintenance and repairs
- Plans, directs and participates in the maintenance of lighting systems, controls, pumps motors, fans and related air handling and distribution equipment, including digital and non-digital controls
- Supervises and participates in the repair of electrical distribution systems, thermostats, temperature control valves, damper operating devices, installation and repair of new heating, lighting, refrigeration and cooling equipment
- Operates test equipment for measuring pressures, velocities, voltage, etc
- Operates, monitors and repairs energy management systems
- Installs and repairs all gas piping systems and appliances
- Lays out work and interprets blueprints
- Orders and replaces worn parts on a variety of electrical and mechanical equipment
- May supervise and train helpers and assistants
- Maintains detailed records and writes reports
- Estimates, plans and schedules the work of all assigned craft workers
- Assists in the preparation of the District Safety Program
- Opens and closes work requests
- Participates in both long and short term planning exercises
- Identifies work needed to be done and creates work orders
- Operates a computer to control site energy management systems
- Assists in the planning and execution of all tasks related to indoor quality issues and other regulatory and health and safety issues as necessary
- Participates in Maintenance and Operations Safety Committee activities
- Performs related work as required

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to four years of progressively responsible journey level experience in electrical mechanical/heating and air conditioning maintenance.

Knowledge of:

- Operations, maintenance and repair of building, electrical/mechanical systems, heating, ventilation, refrigeration and air conditioning systems and controls
- Standard practices, materials, tools and equipment in building, electro-mechanical system repair work
- Safety and regulatory codes and statutes associated with electrical HVAC work
- Basic indoor air quality standards

Skill in:

- Reading schematic control diagrams, wiring diagrams and in trouble-shooting systems
- Following plans and blueprints in repair and installation activities
- Operating hand and power tools
- Using a computer
- Keeping records and preparing reports
- Supervising the work of others
- Communicating effectively both orally and in writing
- Training and instructing subordinates

Ability to:

- Establish and maintain effective working relationships with others

Licenses and Certificates:

- A valid California Driver's License
- Must be properly trained and certified through a certification program approved under 40 CFR, Part 82
- Ability to obtain appropriate AHERA certification within six months from date of employment in the position