

JOB DESCRIPTION
Nogales Unified School District #1

MAINTENANCE WORKER PROFESSIONAL

Purpose Statement:

The job of MAINTENANCE WORKER PROFESSIONAL is done for the purpose/s of maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

This job reports to MAINTENANCE SUPERVISOR

Essential Functions

- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Dispose of freon for the purpose of ensuring safe disposal and accounting of substance.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Preventative Maintenance of HVAC/Heating Units for the purpose of ensuring equipment is maintained in an efficient and safe manner.
- Repairs various items, systems and/or components (e.g. HVAC, heaters, boilers, kitchen equipment, heat pumps, commercial refrigeration, compressors) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:
adhering to safety practices
operating equipment used in maintenance and repair
planning and managing projects
preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: maintenance and repair procedures pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

Mastermeter Certification
AC Microprocessor Certification
EPA Certification

Continuing Educ. / Training

Keep current on HVAC/Heating repair and EAP guidelines for freon disposal

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 10