



NEW:
10/16/2018

JOB TITLE:	DIRECTOR MECHANICAL MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8421
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides effective management of district mechanical maintenance programs including heating, air conditioning, food service refrigeration, plumbing, sprinkler, metal repair, and elevator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and supervises mechanical maintenance program to include preventative and corrective methods
Supervises the installation, maintenance and repair of all HVAC, refrigeration, plumbing, and sprinkler systems
Accountable for the efficient completion of mechanical work orders
Administers the district funded elevator maintenance and repair program
Responsible for implementation and administration of the maintenance work order software for the Property Management and Maintenance department. Trains all appropriate district staff on the use of maintenance work order software.
Ensures immediate response to emergency mechanical failures and outages to provide for safe and quick restoration of property
Coordinates with other Property Management and Maintenance Management on district maintenance, repair, and renovation as needed
Represents Mechanical Maintenance on Building Modification Committee
Communicates with Building Principal's and Department Heads as necessary to ensure satisfactory customer service
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years of successful experience managing maintenance employees
Experience in computer operation and data entry
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Experience in HVAC, plumbing, elevator, or sprinkler maintenance

