JOB TITLE:	LEAD MAINTENANCE NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8364
BARGAINING UNIT:	CLAE

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Participates in the installation, repair and maintenance of commercial food production, handling, storage, packaging, and related equipment, appliances and building systems in the Nutrition Service Center and school sites. Works with, monitors, and trains with vendors performing contract services. Leads maintenance personnel to ensure efficient work flow and high level of performance for facilities and equipment within this area of responsibility. Consults with manager to establish procedures, priorities and processes. Prepares reports, maintains records and controls cost of preventative maintenance and parts inventory.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Establishes and maintains appropriate routine programs of lubrication, testing, and preventative maintenance
- Cooperates with other key personnel schedules and coordinates contract maintenance and repairs on service equipment
- Employs proper procedures and tools used in pipe fitting, electrical work, electronic controls, plumbing, heating, refrigeration, hydraulics, pneumatics and digital controls as relates to the maintenance of the Nutrition Service Center equipment and building
- Analyzes, interprets, and applies complex technical manuals, schematic diagrams, blueprints, plans, specifications, and instructions as relates to the full line maintenance of the Nutrition Service Center
- Reads and interprets electrical, pressure, or vacuum gauges, meters, and other recording devices and adjusts controls to ensure efficient operation and/or data recording
- Assumes responsibilities for operation of a heating, ventilation, refrigeration systems including low-pressure boilers, chillers, conveyor systems, and steam pressure vessels; tests, inspects, and observes functioning of all installed equipment and systems to detect hazards or requirements for adjustments, repair or replacement
- Maintains a Hazard Analysis and Critical Control Points environment
- Trains assigned staff in the appropriate techniques to perform maintenance, testing, and repair of all Nutritional Service Center equipment and systems
- Maintains emergency power systems and develops policies and procedures with supervisor for operations during emergency conditions. Maintains equipment and systems operation and maintenance manuals for all Nutrition Service Center
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of experience in maintenance of commercial food service equipment
Valid commercial driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master electrical or plumbing license
Leadership experience
Experience working in a Hazard Analysis and critical control points environment, valid Universal Certification for refrigerants removal, recycling and purchasing
Refrigerants removal, recycling, and purchasing
Valid Kentucky HVAC Journeyman's license
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.