



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	LEAD TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8368
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists the supervisor in planning, organizing and coordinating assigned maintenance activities. Performs maintenance of all steam, hot and chilled water piping, re-tubing boilers, steam kettles and variable pitch fans for all cost centers in the school District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists supervisor in planning, organizing and scheduling HVAC activities
Provides direction and guidance while performing maintenance assignments
Assures safety precautions are observed in and around work area and that all HVAC equipment is operating in an efficient and safe manner
Maintains all pressure vessels (water heaters and boilers) and associated piping and controls
Maintains, repairs and replaces gas, gas/oil or oil fired burners
Maintains, repairs and replaces all electrical/electronic components of heating and air conditioning systems
Maintains, repairs and replaces all chillers and associated piping and controls
Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units
Maintains accurate work orders reflecting time and materials used, as well as ensuring accuracy of technicians' work orders
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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 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, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Completed an apprenticeship or equivalent training
Five (5) years of experience as a welder or pipe fitter
Valid Kentucky HVAC Master Contractor and Journeyman HVAC Mechanic Licenses
Refrigerant handling certification
Complete and thorough understanding of mechanical systems
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with centrifugal refrigerant machines

Knowledge of state and local heating codes

State Boilers license

Experience in a diverse workplace