



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN PREVENTIVE MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8366
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Performs preventative maintenance in accordance with manufacturers specifications to mechanical equipment associated with heating and air conditioning systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Performs preventative maintenance on heating and air conditioning equipment not maintained by the plant operator
Maintains air compressors used to supply air to pneumatic systems
Performs preventative maintenance on drive mechanisms to roll filters
Lubricates, services, and cleans exhaust fans
Changes filters and services air handlers in elementary schools that plant operators cannot service (air handlers that are suspended above ceilings, etc.).
Instructs plant operator on proper preventative maintenance routine on rooftop units
Maintains records of filter changes, motor and bearing lubrication and belt replacement on air handling units
Completes accurate work orders with respect to labor and material used
Repairs or replacements of all equipment as needed (bearing assemblies, motors, valve, etc.)
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 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.
Two years of experience in the area of preventative maintenance
Good mechanical aptitude
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Vocational training
Capable of reading blueprints and wiring diagrams

