



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

Experience in a diverse workplace