



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

JOB TITLE:	COORDINATOR MECHANICAL SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8360
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the director mechanical and electronic maintenance in the development, installation and maintenance of the mechanical systems and comfort control for the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates with the foreman of mechanical maintenance, activities of technicians in the maintenance, repairs and installation of mechanical systems

Reviews work requests and reports and meets with supervisory personnel to plan and schedule heating/air conditioning unit activities

Assigns, reviews and inspects work in progress and completed by assigned technicians in absence of foreman

Works with other maintenance units in renovation projects to assure HVAC system is operational at projects completion

Schedules annual inspection of District's boilers and pressure vessels with the Kentucky State Boiler inspector

Plans and contacts necessary vendors or personnel to complete emergency repairs and recommend repairs to boilers and pressure vessels

Acts as resource person on new construction of mechanical systems, attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems

Meets with Principals to resolve problems with HVAC equipment

Prepares and reviews with purchasing, specifications and recommendations for equipment and parts purchased for mechanical systems

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 primarily sedentary. 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 medium 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 (2) years of technical school in heating and air conditioning

Four (4) years of successful supervision in heating and air conditioning

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree in engineering
Kentucky contractor's license in heating and air conditioning
Experience in a diverse workplace