

**Job Title:** Preventive Maintenance Technician  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Director II  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN Lane 02



## **SUMMARY**

The Preventive Maintenance Technician performs general HVAC equipment preventive maintenance and replaces and/or cleans air filters on equipment such as fans, pumps, and air handling units at all District facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Establishes schedules for replacing air filters and performing maintenance at all of the district buildings.

Maintains records using the spreadsheets and updating district asset inventory.

Orders and maintains adequate inventory of new replacement filters and coordinates delivery to each district site.

Performs preventive maintenance on electric motors, fans, pumps, belt-drive assemblies, and all types of bearings to include cleaning, replacing, adjusting, and lubricating these items.

Complies with District, state, OSHA, and industry safety codes, procedures, and life safety requirements that apply to duty assignments such as, but not limited to, lock-out/tag-out while working with mechanical systems.

Works effectively with other members of the maintenance and custodial staff to carry out all of the requirements of this position.

Sets schedules and effectively performs duties as a self starter, without constant oversight, and unaccompanied. Must be willing to help in other trades occasionally to assist others as situations arise that require additional help.

Maintains and keeps accurate records to include ordering and purchasing of materials, establishing schedules for changing air filters, and scheduling and performing preventive maintenance procedures.

Inspects all major mechanical equipment for problems and establishes a schedule to repair equipment.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands and has a working knowledge of commercial and residential type HVAC equipment used in the school district, such as, but not limited to, exhaust fans, pumps, air compressors, large air handlers and electric motors.

Understands and is proficient in the use of multimeters, basic hand tools, and other tools of the trade to perform the requirements of this position.

Understands how to read and follow electrical schematics.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience working with the necessary specialized tools.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Universal HVAC and/or ESCO certifications are preferred.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. A workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Prepared By: <b>Director of Facilities</b>		Date: <b>09/05/2008</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>09/05/2008</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Maintenance Director</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____
		Date: _____

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	