

LEAD HVAC/LOCKSMITH/MAINTENANCE W O R K E R

Purpose Statement:

The job of LEAD HVAC/Locksmith/Maintenance Worker is done for the purpose/s of installing, repairing, and maintaining skilled electrical and heating/ventilating/air conditioning systems and performing skilled locksmith work. Under the direction of the Director of Maintenance, the position requires: identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; ensuring adequate materials are available to complete assignments in a timely manner, and performing skilled locksmith work.

Essential Functions:

- Coordinates with administration, outside contractors, and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs and makes repairs in other areas of maintenance as may be required (e.g. irrigation systems, power failures, galley equipment, outside contractors, etc.) for the purpose of completing projects and work orders efficiently.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Repairs various items, systems and/or components (e.g. leaky/clogged pipes, irrigation time clocks, broken windows, locks, roofs, ovens, food hot cats, hot water boilers, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Installs new locks, repairs locks, changes lock combinations, repairs or replaces tumblers, springs and other parts.
- Opens locks and makes new or duplicate keys.
- Disassembles padlocks, door and safe locks or other types of locks.
- Utilizes hand tools and electronic locksmithing equipment to install, maintain and repair electronic and manual locks.
- Informs personnel regarding procedures and/or status of work orders (e.g. control systems, electronic console, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation (e.g. preventive maintenance procedures/reports, contractor bids for indoor air quality, EPA logs/reports, etc.) for the purpose of providing written support and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on air conditioning and HVAC equipment; repair and maintain locks, planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: design, operation, maintenance, control & repair heating, ventilating, refrigeration and air conditioning systems; existing laws relating to operation of systems; safety regulations, calibration, thermostat adjustments, damper adjustments; basic installation/alteration of electrical systems related to HVAC; basic plumbing; interpret plans, diagrams, specifications related to HVAC; methods, materials, tools, and equipment used in locksmithing work; and locking devices available including electronic equipment and their uses.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within the specialized fields is required.

Education High School diploma or equivalent

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Pre-Employment Proficiency Test

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability
EPA approved/Technician Type III Certification

Continuing Ed./Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
8/10/16

Salary Grade
Clsfd 30