

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2007

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> District Maintenance Coordinator	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> Director of Buildings and Grounds	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> <b>C-5-3</b>	<b>Bargaining Unit:</b> Grounds Coordinator, Maintenance Coordinator, Master Electrician
<b>Job Summary:</b> Under the direction and guidance of the Director of Buildings and Grounds, the District Maintenance Coordinator conducts, or monitors the maintenance and repair of boilers, buildings and equipment within the Northfield Public School District. This includes troubleshooting and repairing equipment and controls associated with heating ventilating and air Conditioning (HVAC) and plumbing systems and in training Head Custodians in the use, operation and maintenance of mechanical systems and controls within their assigned buildings.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Performs maintenance and repair of boilers, chillers, and all HVAC equipment in the Northfield Public School District.
Percent of Time:	35	

Tasks involved in fulfilling above duty/responsibility:

- Maintains, operates, troubleshoots and repairs burner controls, circulating pumps, seals of bearing assemblies, air compressors, unit ventilators, heat exchangers, thermostat pressure controls, valves, actuators, and all equipment associated with HVAC.
- Coordinates maintenance of Boiler Water Treatment Program for the school district.
- Ensures appropriate boiler water levels and pressures.
- Troubleshoots and welds metal fittings requiring repair for HVAC.
- Trains all head custodians on all mechanical, control systems, and guidance on pool operation.
- Tests and maintains air flows in all buildings to control indoor air quality
- Maintains inventory of spare parts and orders additional equipment as necessary.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides maintenance and repair of plumbing systems and equipment used in buildings and grounds in the Northfield Public School District.
<b>Percent of Time:</b>	35	

**Tasks involved in fulfilling above duty/responsibility:**

- Troubleshoots and repairs equipment and controls.
- Welds and rebuilds metal fittings requiring repair for guard rails, snow plows, desks, and tables.
- Fabricates additional materials as needed.
- Provides snow plowing services as required.
- Maintains preventive maintenance programs.
- Assists in approving mechanical and plumbing blue prints.
- Maintains inventory of spare parts and orders additional equipment as necessary.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Provides assistance with building remodeling projects and other initiatives as assigned.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Provides direction and guidance to personnel assigned to assist with and/or approve projects.
<b>Percent of Time:</b>	20	

**Tasks involved in fulfilling above duty/responsibility:**

- Provides input to building supervisors, maintenance engineers, staff and custodians on techniques and procedures necessary for preventive maintenance at minimal cost for efficient plant operations.
- Determines work priorities and schedules.
- Assists the Director in resolving personnel conflicts.
- Assists in hiring seasonal employees.
- Makes recommendations on grievance and termination actions.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		

**Tasks involved in fulfilling above duty/responsibility:**

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>		
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>  Associate's degree (A.A) or a two-year college or technical school certification or degree.
	<b>less than high school diploma</b>	

	High school diploma or GED.			Major field of study or degree emphasis:  HVAC, plumbing, steam engineer, or related area.
	1 year college	x	2 years college	
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"><li>• Knowledge of department policies, procedures, and guidelines.</li><li>• Knowledge of hand, power, and diagnostic tools applicable to trade.</li><li>• Knowledge of operation of all equipment required in performance of the job.</li><li>• Knowledge of all safety precautions applicable to trade.</li><li>• Knowledge of preventive maintenance practices.</li><li>• Knowledge of HVAC operation, repair and maintenance.</li><li>• Knowledge of Boiler Water Treatment Program and chemicals required.</li><li>• Fundamentals of general repair and maintenance activities in such areas as mechanical, carpentry, masonry, electrical, steam, air system, plumbing systems, and associated equipment.</li><li>• Knowledge of welding and the fabrication techniques and practices.</li></ul>
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: At least five to eight years of prior related work experience.				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: <ul style="list-style-type: none"><li>• Certified Plant Engineer.</li><li>• Pool Operator’s License</li><li>• Electronic Trade Certificate.</li><li>• Valid State of Minnesota Commercial Driver’s License.</li></ul>		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"><li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel.</li><li>• Planning, prioritizing, and organizing tasks and functions.</li><li>• Planning and implementing preventive maintenance programs and requirements of district HVAC, pool operations and plumbing.</li><li>• Blue print reading.</li><li>• General carpentry and masonry techniques and methods.</li><li>• Ability to work independently with minimal supervision.</li><li>• Ability to use hand and power tools applicable to trade.</li><li>• Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment.</li><li>• Ability to operate all equipment and vehicles necessary in performance of the job including steam boilers, pneumatic controls and all associated components.</li><li>• Ability to read, understand, and follow safety procedures.</li></ul>		

	<ul style="list-style-type: none"> <li>Performing fundamental repairs and maintenance activities in the areas of carpentry, masonry, and electrical activities.</li> <li>Ability to work over time and be available for 24 hour on-call responsibilities.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
1 District Floating Substitute	1
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in the Boiler Water Treatment Program pose potential risks for inhalation of fumes, chemical burns and skin absorption. Dangers are inherent in driving and operating large vehicles such as snow removal equipment. Welding, steam or exhaust burns pose risks. Electrical shock is a risk involved in working with electronic equipment such as tools.</p> <p>The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl				x
Talk or hear				x
Taste or smell		x		

Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Created 9/03 by BCC

Revised 4/04 by BCC