

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Maintenance-Journeyman

LOCATION: Various
Schools/Maintenance Department

JOB CATEGORY: Support

PAY GRADE: Grade 12

FSLA: Non-Exempt

IMMEDIATE SUPERVISOR:
Supervisor of Maintenance

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs multi-craft work to maintain and repair physical structure of school buildings with a primary responsibility for maintaining building HVAC (heating, ventilation and air conditioning) systems and associated equipment including chillers, boilers, roof top unit and split systems, etc. Must specialize in one of the journeyman's areas: carpentry, plumbing, electrical or HVAC with certification.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Installs, repairs, and maintains building air conditioning and heating systems, split systems, kitchen refrigeration equipment, and associated components of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using hand tools and applicable tools;
- Perform routine inspections of air quality systems for defects.
- Maintains a clean and safe work area;
- Observes and promotes safe work practices and procedures at all times;
- Uses and wears safety and/or protective equipment, as appropriate;
- Attends in service training to develop and improve knowledge and skills of a proficient mechanic;
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Supervisor of Maintenance immediately, or as soon as reasonably possible;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Supervisor of Maintenance in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- High School graduation or equivalent combination of training and experience
- 5+ years industry experience in the operation and maintenance of HVAC systems are necessary.
- Must have skills needed to accomplish HVAC control repairs as required
- Demonstrated experience with the operation of building automation, energy management systems, HVAC systems and temperature controls
- General technical competence with computer hardware and software applications necessary to perform functions required of position
- Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members
- Ability to read, follow and interpret blueprints and rough drawings.
- Skilled in the use of hand and power tools used in the HVAC trade.
- Knowledge with applicable state and local building and applicable codes
- Ability to complete projects unsupervised and unassisted

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or General Education Certificate (GED). HVAC certifications preferred

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of school. Candidate must possess a valid Virginia driver's license with the ability to obtain a commercial driver's license. Candidate must be able meet the criteria to be on the WCPS approved drivers' list.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in, but not limited to the division maintenance department and in schools throughout the division. Frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION

The Maintenance Supervisor will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.