

Crewperson 6a-c - Mechanical Systems - (7020)

Position Function: The Mechanical Systems Crewperson is directly responsible to the Supervisor. They shall have the ability to carry out assignments and perform work of excellent quality with minimum supervision. They should demonstrate outstanding qualities in efficiency, initiative and dependability when completing various tasks. Possess exceptional knowledge and demonstrate remarkable skills in the fabrication of metal ductwork. Have knowledge with mechanical HVAC systems and preventive maintenance. Assist others in the maintenance and repair of various types of mechanical equipment.

Essential Performance Responsibilities:

- Perform work in a safe manner and reports any hazardous conditions
- Assist in maintaining good public relations, being cognizant that a Crewperson represents both the Facilities Division and Wichita Public Schools
- Cooperate with other employees and maintains good public relations inside and outside of his/her assignment
- Display willingness to be trained in all phases of the assignment and to increase his/her skills, thus, qualifying for advancement
- Possess a work ethic that is strongly oriented toward both efficiency and customer service
- Maintain appropriate licenses and certifications including a valid Kansas driver's license
- Possess superior knowledge of procedures, materials and equipment utilized in the designated area while displaying good workmanship, planning, and leadership
- Support the organizational goals, the mission of the Schools Service Center and the district
- Work cooperatively with others and assists in maintaining open lines of communication
- Work directly or indirectly under the Supervisor
- Daily schedule may fluctuate to accommodate deadlines and delivery of services
- Maintain and services the equipment
- Change filters, clean coils, clean boiler
- Ability to perform all tasks and work the hours required
- Accept responsibility for all tools, supplies, and materials
- Attendance at required meetings and in-services
 - Demonstrate outstanding initiative and knowledge to perform assigned tasks with limited supervision
 - Display attitudes which maintain good public relations and represent the Facilities Division and the Wichita Public Schools in a positive manner
 - Maintain tools, equipment and assigned vehicle in a clean, safe condition
 - Must constantly have the ability to evolve with the industry as well as taking on additional tasks
 - Work cooperatively with others outside the operations area in order to maintain a harmonious and efficient operation
 - Maintain current knowledge relating to technical information and policies concerning this Facilities area, and assists the Supervisor in assigned administrative tasks
 - Maintain records required for efficient unit functioning
 - Make decisions and offers solutions to the unit Supervisor concerning problems in the field
 - Delegate work as needed to employees in the absence of the Supervisor

Additional Duties: Perform other duties and/or responsibilities as assigned by the Supervisor(s) of BGMS.

Equipment: The employee must demonstrate the ability to use various equipment assigned to the job position as needed. This position may require the ability to use iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Employees must always comply with USD 259's guidelines for equipment use. Uses hand tools of trade and related power equipment. Other tools that may be used may include but not limited to: band saw, drill press, metal shear, electric drills, sawzall, recovery machines, ladders

(6 foot, 8 foot, and 24 foot extensions), 2 ton press, chain fall, metal lathe, tin snips, metal punch press, metal brake machines, welder, porta band saw, oxygen and acetylene torches, adjustable wrenches, refrigerant manifold set, single man lift, 1000lb material lift, sand blaster, basic hand tools, clamps, power tools, pipe cutters, pipe threaders, Pro press and van.

Travel: Travel between schools in and out of the district as well as to central offices will be required.

Physical and Mental Demands:

- Ability to perform all tasks and work the hours required
- Ability to work indoors in extreme heat and cold and outdoors in inclement weather conditions including heat, cold, rain, or snow
- Ability to wear proper safety equipment as required while performing the various responsibilities required for this position
- Ability to work overtime on short notice may be required
- Work in standard office, shop and school building environments
- Ability to work in confined or high spaces; some strenuous physical work
- Ability to work productively in stressful situations
- Daily schedule may fluctuate to accommodate deadlines and delivery of services
- Limited (0-1 hour): Crawling, lying down (back, side, front), keyboarding/ mouse, and high impact vibratory tools (bucking/ riveting)
- Occasional (1-3 hours): Below the waist reaching, waist to shoulder reaching, overhead reaching, sitting, climbing/ balancing (stairs, ladders, others), operating foot controls, bending at the waist, kneeling, crouching (squatting), fine finger manipulation, and low impact vibratory tools (drilling/ sanding)
- Frequent (3-6 hours): Standing, walking, rotation of head/ neck, flexion (head bend down & had bend back), twisting at the waist, and forceful gripping
- Constant (6-8 hours): Total reaching, and handling/ grasping
- Exposures to: Dust, odor, fumes, mists, gases, and chemicals (leak detector, hydrochloric acid, lubricants, PVC cement & primer, fire stop, Loctite (262, 515, & 620), cleaning solutions (including nickel safe cleaner, shiny-side coil cleaner), refrigerants (R-22, 134a, 404, 410 & 407c), refrigerant oils (mineral and POE based), boiler chemicals (Chemsearch 585, CWT-92, Chemsearch 100 & MB 1000), compressed gas (oxygen, nitrogen, acetylene, carbon dioxide & map gas), propylene glycol, Algaecide, spray paint, Cal-shield, soldering flux paste, and Sta-clean antimicrobial

Knowledge, Skills, and Abilities:

- Ability to communicate both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Ability to communicate effectively with a Supervisor when their discretion is needed
- Ability to perform as an effective team player
- Ability to plan, organize, make decisions and prioritize work to meet the daily demands of the building
- Basic computer proficiency and the ability to effectively use Microsoft Word and Outlook which will be determined and validated by testing
- Exhibit a professional manner and a positive attitude
- Must be detailed oriented
- Use good judgment to make decisions on recurring assignments
- Display a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them
- Knowledge of various types of materials and procedures used in the area is essential
- Must have general labor skills
- Must have the ability to operate and maintain various equipment & hand tools safely
- Display eagerness and the ability to learn new methods, procedures, and techniques

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor(s) in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

Qualification Profile:

- A High School Diploma or GED is preferred
- Must have or obtain a valid Kansas driver's license within 60 days, and must maintain throughout entirety of employment
- A mechanical journeyman's license or master's license is preferred
- A minimum of 1-2 years' experience on working on pumps or similar related experience is preferred
- Must have knowledge on electrical components, must have knowledge on low and high voltage, single and three phase equipment.

FLSA Status: Non-Exempt

Position Specifics:

- Responsible for a wide range of tasks in the department, ranging from assisting in the maintenance of the HVAC maintenance, bad belts.
- Responsible for maintaining proper operation on chill and hot water pumps. Includes but not limited to: replace bearings, grease bearings, replace seals, replace gaskets.
- Responsible for the repairs on chill and hot water pump.
- Will be assigned work orders to be repaired and completed in a timely manner

Work Locations School Service Center (SSC) 3850 N. Hydraulic Wichita 67219

Job Trades

Organization Mechanical Systems

Schedule Full-time

Shift Day Job

Job Posting May 5, 2023, 2:06:00 PM

Unposting Date Ongoing

Building Name SSC