

Technician 5a-c, Mechanical Systems - (7147)

Position Function: The Technician is responsible for performing a variety of tasks on HVAC control equipment in school buildings, ensuring customer satisfaction by identifying, analyzing, diagnosing and repairing building automation systems to prepare it for use during the coming school year. Will help maintain the district's DDC control system and monitor the buildings to maintain proper temperature for the buildings. Will perform some programming; start up, commissioning and servicing DDC equipment along with graphics.

Essential Performance Responsibilities:

- Cooperate with other employees and maintain good public relations inside and outside of his/her assignment
- Ability to carry out assignments and perform excellent quality work with minimum supervision
- Daily schedule may fluctuate to accommodate deadlines and delivery of services
- Demonstrate outstanding qualities of efficiency, initiative and dependability
- Display willingness to be trained in all phases of the assignment and to increase his/her skills, thus qualifying for advancement
- Help maintain building temperatures throughout the district
- Help maintain school time schedules for special events
- Inform assigned personnel of current technical information and/or expertise, as well as providing for technical and other appropriate training
- Maintain parts inventory
- Perform work in a safe manner and report any hazardous conditions
- Possess a work ethic that is strongly oriented toward both efficiency and customer service
- Possess superior knowledge of procedures, materials and equipment utilized in the designated area while displaying good workmanship, planning, and leadership
- Purchase material and equipment, observing purchasing schedules and regulations
- Support the organizational goals, the mission of the School Service Center and the district
- Work cooperatively with others and assist in maintaining open lines of communication
- Work directly or indirectly under the Supervisor
- Work with others, or as an individual, changing out bad hot or chilled water actuators and other control devices.
- Must work with others to get control problems resolved with all mechanical equipment throughout the district
- Work with others in the Energy Management department each morning by checking building equipment and temperatures throughout the district
- Keep current on products concerning installation, operation, maintenance, service and repair of direct digital controls system.
- Will be assigned work orders to be repaired and completed in a timely manner.
- Assist others in the department when needed to help get a task completed.
- Assist Mechanical Systems when necessary or directed by supervisor.
- Operate a computer with Windows and have a working knowledge of Trane Tracer summit, TAC controls and/or Invensys controls.
- Demonstrate outstanding initiative and knowledge to perform assigned tasks without supervision
- Work closely with the Supervisors of Mechanical Systems in the integration of building automation systems with various HVAC systems throughout the district
- Work cooperatively with others, both within and outside the department

Additional Duties: Perform other duties and/or responsibilities as assigned by the Supervisor

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. 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, ladders (6 foot, 8 foot, and 24 foot extensions), 2 ton press, chain fall, metal lathe, tin snips, metal punch press, metal brake machines, porta bend

saw, adjustable wrenches, single man lift, 1000lb material lift, sand blaster, basic hand tools, clamps, power tools, and van.

Travel: Travel between schools and central office 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 detail 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 the ability to operate and maintain various equipment and hand tools safely
- Display eagerness and the ability to learn new methods, procedures, and techniques
- Keep current on products concerning installation, operation, maintenance, service and repair of direct digital controls system.
- Have Knowledge of the (3) main controls installed in the buildings
- Conduct daily activities in a professional manner and represent the district in a positive light

- Maintain a high skill level and technical expertise relating to work activities and functions of the assignment

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor 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
- Maintain a valid Kansas driver's license throughout entirety of employment
- A journeyman or master mechanical license is preferred
- A minimum of two years of related experience is preferred

FLSA Status: Non-Exempt

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 2, 2023, 12:40:25 PM

Unposting Date Ongoing

Building Name SSC