

POSITION: ELECTRICIAN II/HVAC MECHANIC II/SANITATION PLANT OPERATOR/GENERAL MAINTENANCE (Maintenance)

REPORTS TO: Director of Operations

DESCRIPTION: **Electrician II:** Personnel employed as an electrician journeyman or who holds a journeyman electrician license issued by the state fire marshal.

HVAC Mechanic II: Personnel employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment. This position helps to maintain all aspects of the heating and ventilation and refrigeration systems in the county's physical facilities in a condition of operating excellence so that full educational use of facilities may be made at all times. This position is also responsible to insure compliance with Federal and State air quality regulations, School Building Authority rules, and Health Department requirements

Sanitation Plant Operator: Personnel employed to operate and maintain a water or sewage treatment plant to ensure the safety of the plant's effluent for human consumption or environmental protection.

General Maintenance: Personnel employed as helpers to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system. Personnel employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified or licensed in the following categories, or must pass the state prescribed exam for the following positions: Electrician, Heating and Air Conditioning Mechanic, Sanitation Plant Operator, and General Maintenance.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to lift, carry and perform manual labor.
5. Valid West Virginia driver's license.
6. Licensed by the State of West Virginia to operate a sewage treatment plant; requires 1S SEWAGE CERTIFICATION.
7. Lead or supervisory experience and training in general maintenance and operations of facilities and grounds preferred.
8. Must be able to perform repairs to equipment and buildings of Fayette County School system.
9. Ability to account for time and materials.
10. Working knowledge of chemicals and janitorial supplies.
11. Ability to determine and prevent hazards and timely performance of operations.

RESPONSIBILITIES:

1. Installs, repairs, maintains, and troubleshoots electric motors, pumps, air compressors, fans, fire and burglar alarm systems, electrical controls, freezers and refrigerators, and electrical equipment.
2. Performs emergency calls of an electrical nature during work and/or after hours.

3. Makes routine maintenance checks and inspections on electrical heating and air-conditioning equipment and systems.
4. Maintains records on work orders, materials used, and time spent on each job.
5. Performs general labor duties when assigned.
6. Travels to assigned schools for maintenance of sewer and water treatment plants as required on a daily basis to insure the safe and efficient operation of the plants.
7. Operates and maintains pumps, air motors, and maintains inventory as required by job assignments.
8. Generally requires no helper and works alone.
9. Does all plant maintenance including oiling, greasing, and proper air adjustment, etc.
10. Does repairs on working and moving parts and adjusts plant blowers.
11. Plans for jobs from work orders and makes requisitions for supplies and materials.
12. Maintains safety standards while on job site and in all labor processes.
13. Removes and trims trees and provides general grounds repairs.
14. Secures needed supplies and equipment in a cost saving manner.
15. Maintains time, materials, and job records for shop.
16. Estimates cost of materials and labor in relation to jobs
17. Operates and maintains the county temperature control system
18. Diagnoses and corrects temperature control problems in pneumatic and electronic control systems
19. Troubleshoots and repairs various refrigeration equipment and systems
20. Troubleshoots and repairs various types of boilers, heating equipment and systems
21. Completes preventive maintenance on heating and cooling equipment
22. Demonstrates heating/ventilation and air condition recovery system protocol
23. Utilizes proper refrigerant practices
24. Ability to solve practical problems and deal with a variety of concrete variables
25. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
26. Operates county equipment and vehicles.
27. Delivers supplies and commodities to schools in the Fayette County School System.
28. Assists in providing training and in-service for maintenance and custodial personnel.
29. Maintains positive work habits.
30. Performs duties efficiently and productively.
31. Maintains and/or upgrades job-related skills.
32. Performs other job-related tasks, including general labor, as assigned by the Director of Operations.

SALARY: Pay Grade: G

EMPLOYMENT TERM: 261 Days