

MODESTO CITY SCHOOLS

Job Description

JC# 1707

MECHANICAL DEPARTMENT HEAD

OVERALL RESPONSIBILITY

Under general supervision, serve as department head over mechanical department, and perform highly skilled work in the installation, repair, alteration, service and maintenance of heating, air conditioning, ventilation, and refrigeration systems and equipment: check the performance of assigned staff as it relates to the mechanical department.

SPECIFIC RESPONSIBILITIES

1. Oversee the installation and maintenance of boilers, pool equipment, pumps, heaters, exhaust systems, air conditioners and chillers. *E*
2. Ensure the proper operation of HVAC systems. Coordinate new equipment installation and related tasks. *E*
3. Ensure the proper operation of tools and equipment in the mechanical department. *E*
4. Orient new employees to their duties and responsibilities. Work with other departments and outside agencies. *E*
5. Plan for materials needed for maintenance projects. *E*
6. Follow up on progress of maintenance projects. *E*
7. In-service mechanical department staff. *E*
8. Attend bid walks, pre-construction and progress meetings as needed. *E*
9. Develop plans and schedules related to maintenance work. *E*
10. Estimate time and material for maintenance projects. *E*
11. Check the work of mechanical department staff and document any deficiencies or progress. *E*
12. Assist in the development of district standards, materials, and procedures. *E*
13. Adhere to State, County, and District safety codes and procedures. *E*
14. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment. *E*
15. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. *E*
16. Wear Modesto City Schools' identification during assigned work hours (e.g., badge or Modesto City Schools' shirt). *E*
17. Wear Personal Protective Equipment (PPE) (e.g. leather apron, breathing apparatus, face protector, shoes/boots, eye goggles, gloves, protective coveralls, and hearing protectors) as directed. *E*
18. Maintain a valid California Driver's License – Class C. *E*
19. Maintain participation in CA DMV Assessment System/Automatic Pull Program. *E*
20. Maintain a valid EPA Refrigerant Certificate (EPA Title 6, Section 608). *E*
21. Obtain a valid Department of Transportation Powered Industrial Truck Operator's Permit within the first sixty (60) days of employment and maintain the permit thereafter. *E*

MECHANICAL DEPARTMENT HEAD (continued)

SPECIFIC RESPONSIBILITIES (continued)

- 22. Utilize technology as appropriate to the position.
- 22. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- 23. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of maintenance project and construction work.
- Basic knowledge of the use and application of materials, tools, equipment, and methods used in heating, ventilating, ~~plumbing~~, and air conditioner repair.
- Knowledge of equipment, safety practices, and procedures.
- Knowledge of and ability to perform data entry functions.
- Ability to understand and implement oral and written directions given in English.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to work with agencies, architects, and contractors.
- Ability to work cooperatively with a wide variety of personalities and situations with poise and consistency.

Experience

Minimum Requirement:

- Completion of an accredited apprenticeship program or acceptable skill training, or combination of training and experience in heating, ventilating and air conditioner installation and repair.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Physical Characteristics

With or Without the Use of Aids:

- Sufficient vision to read diagrams, blueprints, and printed material. Sufficient color acuity.
- Sufficient hearing to hear audio malfunctions, detect gas leaks and diagnose equipment malfunctions.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations and at the work site.
- Ability to reach horizontally and vertically with arms. Sufficient dexterity to operate hand and power tools requiring strength and coordination, manipulate small objects, print or write legibly, operate precision tools, and make minute repairs.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, crawl under buildings, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs. Sufficient physical ability, strength, mobility, and stamina to perform heavy physical labor in hot, cold and inclement weather conditions.
- Sufficient physical ability, strength, balance, and tolerance of heights to work on rooftops, scaffolds, and ladders at heights up to 50 feet.

MECHANICAL DEPARTMENT HEAD (continued)

QUALIFICATIONS (continued)

Physical Characteristics

With or Without the Use of Aids:

Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 75 pounds in a series of functional tests which clearly simulates the work environment. Sufficient physical ability, mobility and stamina to work in small spaces with arms extended. Physical ability to sit for extended periods of time.

Physical tolerance to chemical odors and to work with a variety of chemicals.

Pre-Employment Physical Examination

A physical and tuberculosis examination is required as a condition of employment. Examinations shall be administered by a District provider and be at the District's expense.

Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

License(s)/Certificate(s)/Permit(s)

Valid California Driver's License – Class C.

Valid EPA Refrigerant Certificate (EPA Title 6, Section 608).

Department of Transportation Powered Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment and maintained thereafter.

Must provide a DMV printout within five (5) work days of offer of employment.

REPORTS TO:

Senior Director, Maintenance and Operations or designee.

Board Approved: 7/12/10

Reclassification/Equity Adjustment Review Committee Revised and Approved: 11/28/18