

**MAINTENANCE
HVAC/KITCHEN LEAD MAN**

JOB SUMMARY

Responsible for the execution of all maintenance and assigned projects related to HVAC and Kitchen Maintenance in the Lebanon Special School District; act as lead maintenance man with regard to the processing of work orders and the coordination of tasks.

QUALIFICATIONS

- High school diploma (or GED)
- Maintain clean, neat personal appearance to present the proper appearance when working
- Able to communicate with others in a positive manner
- Ability to manage others and coordinate working activities between multi-craft personnel
- Have a basic understanding of all maintenance assignments and their interrelationships
- Must be able to lift 50 lbs. frequently, 100 lbs. occasionally and 100+ lbs. with assistance
- Command the respect of students and teachers by setting a good example
- Such alternatives to the above qualifications as the Assistant Director/Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools
- Provide proper, timely service to the Lebanon Special School District: easy to get in touch with, agreeable to working with staff on all concerns, maintain good communication, accommodating and exhibits a sense of urgency when needed
- Communicate with immediate supervisor about task-related concerns
- Meet work specifications and quality standards for each job
- Ensure job completions and quality work
- Inspect assigned work sites before work begins and at completion
- Ensure that good housekeeping and safe work practices are followed
- Schedule work in a manner that will least impact the normal school activities at the affected facilities
- Oversee jobs in maintenance and coordinate their implementation to ensure the orderly operation of the Lebanon Special School District
- Assign and delegate labor duties
- Ability to read and write in English and to follow verbal and written directions
- Ability to repair, replace or install pneumatic, hydraulic or electrical control systems and devices on HVAC systems
- Ability to repair and maintain air conditioning and refrigeration systems and components
- Ability to adjust and regulate air and water flow in HVAC systems to maintain efficiency and performance including closed loop systems
- Maintain inventory and accountability for tools, parts, test equipment and supplies used in the repair of various maintenance projects
- Lift, bend, climb and kneel to complete assigned tasks
- Able to tolerate heights and work off a ladder or scaffold as necessary
- Operate and care for tools required to do the assigned job
- Collect and deliver equipment and materials needed for the project
- Respond to "after hours" emergency work as needed
- Maintain cooperative and effective working relationships with others
- Record progress of all jobs and provide regular status reports (utilize work order system)
- Seek ways to conserve materials and increase efficiency as appropriate
- Assist with the system's maintenance budget process
- Work under adverse weather conditions when the need arises
- Perform other duties as assigned by Assistant Director/Director of Schools