

Sparta Area School District

Article 233 - Specifications for the Service Systems Repairperson (HVAC and Other Building Systems)

The Service Systems Repairperson shall be concerned with all aspects of maintenance, regulation, and repair of all systems related to heating, air conditioning, bells, clocks, alarms, and detectors within the district.

QUALIFICATIONS:

1. High School Diploma.
2. Valid Wisconsin Driver's License.
3. Vocational school training and/or work experience in areas of responsibility.
4. Ability to operate a variety of equipment including forklifts, mowers, skid steers, chain saws, and snow removal equipment.
5. Certification or ability to obtain certification of Operation and Maintenance (O&M) of asbestos containing material.
6. Ability to communicate effectively orally and in writing.
7. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
8. Ability to access information using computers, phones, and other appropriate technology.
9. Attention to detail.
10. Ability to be positive and professional at all times.
11. Ability to related and work well with students, parents and community members.
12. Experience and any required certifications in the operation, maintenance, and repair of mechanical facilities, plumbing, fire alarms, bell systems, clock systems and other types of services systems.
13. Ability to work effectively and efficiently in an unsupervised environment.
14. Ability to handle emergencies and critical operational problems within and outside regularly scheduled working hours.
15. Ability to keep records and make reports.
16. Ability to work with building custodians as necessary.
17. Some supervisory experience is desirable, but not necessary.
18. Ability to exert up to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
19. Ability to endure frequent reaching, handling, and fingering and occasional climbing, balancing, stooping, kneeling, crouching, talking, hearing, and working with near acuity.

SUPERVISION/EVALUATION:

The Service Systems Repairperson reports to the Supervisor of Building and Grounds, who is also the primary supervisor.

Service systems repairpersons should communicate problems or concerns to the Supervisor of Building and Grounds. The Director of Business Services may assist the Supervisor of Buildings and Grounds in addressing problems or concerns. If a problem or concern is not resolved, the problem or concern should be referred to the Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Supervisor of Buildings and Grounds. Performance of this job will be evaluated in accordance with the provisions of Sparta Administrative Rule. The Supervisor of Buildings and Grounds may consult with the Director of Business Services in his/her supervision role.

JOB GOALS:

1. Provide for an appropriate, efficient, and comfortable environment for students and staff.
2. Assist in providing safe and efficient school operations through proper maintenance of clocks, PA systems, bell schedules and similar systems.
3. Maintain strong relationship between district, staff, and community.
4. Meet contractual obligations and adhere to board policy.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of the Buildings and Grounds Supervisor, the Service Systems Repairperson will:

1. Assume responsibility for the maintenance, regulation and repair of all district service systems.
2. Attend schools and training institutes, at district expense, with the goal of becoming more knowledgeable regarding systems such as heating, communications, refrigeration, etc.
3. Ability to ascertain, recognize, and report areas of needed attention as required for proper preventative maintenance care.
4. Be generally responsible for supply storage, inventory control, and supply distribution.
5. Receive work orders from the Supervisor of Buildings and Grounds.
6. Confer with the Supervisor of Buildings and Grounds when contracted repairs are needed.
7. Clear snow and maintain lawn cooperatively with other buildings and grounds staff using district equipment.

8. Assist in other areas of repair and maintenance as time permits or necessity demands

EXAMPLES OF WORK: (Including but not limited to:)

1. Maintain and repair service systems
2. Maintain boilers; assist in summer boiler maintenance.
3. Conduct year-round maintenance on heating and ventilating systems.
4. Adjust HVAC systems as necessary using computerized controls.
5. Consult with the Supervisor of Building and Grounds on needed repairs for service systems.
6. Carry out building inspections in cooperation with the Building and Grounds Supervisor and the District Safety Coordinator.
7. Recommend various projects and needed interior maintenance.
8. Supervise emergency repairs – personally troubleshoot when necessary.
9. Establish economical maintenance scheduling.
10. Set clocks and bell schedules as needed
11. Within realm of service systems, assist in scheduling inservice training and take chief responsibility for the instruction of the custodial staff, as related to efficient production and latest work methods and safety precautions in cooperation with building principals.
12. Maintain an inventory of maintenance supplies and materials for service systems and generally for entire district.
13. Assist in the establishment of specifications for supplies and materials.
14. Assist in budgeting analysis and preparation in the areas of operation and maintenance.
15. Maintain a constant check on incomplete work and estimate hours needed to complete work.
16. Coordinate work with the Building and Grounds Supervisor so as to efficiently utilize maintenance personnel.
17. Assist with other areas of maintenance and systems as may be assigned.

Legal Reference:

Cross Reference:

Approved: November 28, 2006

Revised August 22, 2017