

TITLE: District Preventative Maintenance Coordinator (PMC)

DESIRED

QUALIFICATIONS:

1. High School graduate and other training beyond generic to the assignment.
2. Demonstrated knowledge of the basic principles of construction, maintenance, and management.
3. At least two (2) years of experience in the area of planning or maintaining facilities and/or equivalent education.
4. Experienced in P.C. operation relating to Building Automation Systems and preventive maintenance programs.
5. Chief C Engineer's License preferred or minimum Special Engineer's License.

REPORTS TO: Facility and Grounds Director

JOB GOAL: The District Preventative Maintenance Coordinator (PMC) shall be responsible for developing short and long range plans as relates to equipment and preventative maintenance requirements by continuously seeking to expand industry knowledge; incorporating applicable technology and methods to enhance overall efficiency and effectiveness of District-wide systems and assets ultimately ensuring a well-maintained, safe, and secure educational environment.

Working Conditions:

All employees subject to hazards are equipped per OSHA standards.
Subject to work with biohazard waste.
Subject to temperature changes while performing assigned duties.
May be required to work in extreme hot and cold temperatures.
Subject to the hazards, dust and odors from sanding and painting procedures.
Subject to the hazards, vapors and odors from various cleaning chemicals.
May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.
May be subject to work with hazardous chemicals.
Subject to work in confined spaces.
Subject to work from elevated work surfaces.

Physical Demands:

Be able to lift 60 pounds using proper lifting techniques.
Be able to lift 120 pounds, with assistance, using proper lifting techniques or equipment.
Able to sit or stand for extended periods of time.
Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.
Be able to ascend and descend a ladder while performing maintenance duties.
Bend body at waist downward and forward to perform maintenance duties.

Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.

Extend hands and arms in all directions to perform maintenance and shoveling duties.

Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.

Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.

Answer, communicate and dial the telephone in clear, precise voice.

Answer, communicate and use 2-way radio in clear, precise voice.

Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.

Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.

Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.

Perform work in high areas, such as, hoists and ladders.

PERFORMANCE RESPONSIBILITIES:

1. Performs responsive, routine, preventative and predictive maintenance checks, inspections and repairs (or coordinates contractor repairs) on determined facilities and grounds systems and equipment such as (this is not intended to be an all inclusive list, some items are not listed and/or may vary):

- HVAC systems
- electrical systems
- hot water heaters
- roofing
- sewer and storm drains
- backflow devices
- boilers
- gates and automatic doors
- interior and exterior lighting
- window and door components
- gas connections
- toilet, faucet, drinking fountains, urinals, sinks, and shower functions
- kitchen and dining area components
- door locks, hinges and hydraulics
- chair, table and desk function
- maintenance equipment and carts
- stairs, stair rails, decks and landings
- floors, walls, and ceiling condition
- eye wash/shower stations and fire extinguisher inspections
- emergency lighting battery back up checks

2. Develops and maintains records measuring equipment life and maintenance progress. Must be able to prioritize needs according to available budget and communicate recommendations.

3. Organizes current inventory and maintains a supply of frequently needed repair parts without accumulating excessive stock. Develops and maintains an expanded list of vendors and parts for ease of future replacement.
4. Assists in performing annual facility and grounds audits, quarterly inspections, and other inspections as necessary.
5. Sets weekly, monthly, quarterly and annual goals for work that needs to be done; assists in planning non-school days with labor and supplies to do larger preventative maintenance projects.
6. Shares knowledge of approved equipment care and use procedures with co-workers and serves as an example of best practices in communication and actions.
7. Monitors performance of the District's HVAC system software and makes adjustments as needed.
8. Follows all OSHA, Fire Marshal, MDE, EPA and all other regulatory agency laws, policies and guidelines and ensures compliance of the Facility and Grounds Department on behalf of the District.
9. Serves as one of the Indoor Air Quality Coordinators for the District.
10. Works as a member of the maintenance team and provides assistance as needed.
11. Actively attends and participates in all recommended meetings and trainings, representing the Department and the District in a professional and positive manner.
12. Is knowledgeable about and follows all district policy.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.