

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Mechanical Systems, Electrical and Refrigerator Technician

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 month position, 8 hours per day.

JOB GOAL: To complete the construction, installation, alteration, maintenance and repair of mechanical systems, electrical systems and refrigeration systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Inspect, plan, organize and maintain boilers and refrigeration systems.
2. Inspect sites to determine material and labor needs for electrical work to be done, and accomplish such work.
3. Inspect completed jobs for compliance with specifications and stands.
4. Coordinate and supervise the operation of the utility monitoring system; recommend energy-saving procedures and system modifications.
5. Survey work and develop job cost estimates; recommend mechanical modifications.
6. Provide in-service training in safety (NOSHA) work practices; develop stands of craftsmanship.
7. Establish energy management program.
8. Completion of electrical work and systems, as identified.
9. Inspect, trouble shoot, and repair kitchen equipment.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of standard methods, techniques, material, tools and equipment used in maintenance and installation.
2. Knowledge of safe working methods and procedures.
3. Knowledge of electrical systems, electrical installations, refrigeration and kitchen equipment repair and installation.
4. Ability to understand and carry out oral and written directions.
5. Ability to establish and maintain cooperative working relationships.
6. Ability to perform moderate to heavy physical labor including lifting or moving loads up to 100 lbs. or more.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Satisfactory driving record to qualify for District vehicle insurance coverage

Licenses and Certifications:

1. Valid Nevada Driver License
2. EPA certification handling Freon.

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Ability to obtain CDL with passenger and school bus endorsements
3. Ability to travel throughout the District as needed
4. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Moderate to heavy physical labor, including lifting, ability to exert force 15 to 50 lbs. frequently, and moving loads 75 lbs. or more, occasionally heavy amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with hand and power tools, as well as maintenance/ landscaping equipment. Requires stamina to perform manual labor in extreme weather conditions.

Vision: Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

Environmental Conditions: Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels frequently with occasional to frequent high intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, district vehicle, possible heavy lifting, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

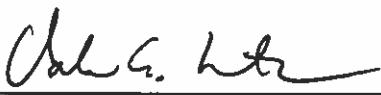
Working Conditions: Equipment and tools as necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

6-15-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____