



Lead Maintenance/HVAC Position

Position Description: Maintain, operate, repair, replace and install the District's HVAC and refrigeration equipment. Provide backup and adjust systems and controls for peak efficiency. Knowledge of plumbing and related systems a plus. Assist the Business Manager in development and review of specifications and plans to move forward with capital improvement planning processes. Individual shall be motivated to accept additional responsibilities and duties as required.

Position Requirements:

- Act as lead worker and oversee daily duties and work performed by district maintenance, grounds and custodial staff
- Maintain and adjust building automation systems for peak efficiency for heating, ventilating, air conditioning and refrigeration
- Replace bearings, fan shafts and dampers
- Operate and maintain compressed air systems
- Operate and service air handling equipment
- Service chilled water pumps
- Operate building chillers and A/C units
- Design, layout, fabricate, install and insulate ductwork
- Service and maintain hot water boilers and pumps
- Perform preventative maintenance and complete basic repairs to refrigeration units
- Ability to explain various building, site and equipment issues
- Maintain and service district kitchen equipment
- Ability to read blueprints and review project plans with the emphasis on HVAC, DDC and pneumatic control systems, electrical and plumbing/mechanical system data
- Ability to record operational data, compile operational reports, maintain inventory of maintenance supplies and keep other records as required
- Ability to maintain daily log reports of heating plant and HVAC data
- Demonstrate ability to do semi-major maintenance, repair and /or replacement of building equipment
- Ability to assist in snow removal operations, including hand operated and power-driven equipment

Position Qualifications: (Successful candidate must)

- High school diploma or equivalent
- Valid State of Wisconsin driver's license
- EPA Universal Refrigeration license
- HVAC degree, apprenticeship or minimum of 5 years' experience in service and repair work related to industrial and commercial HVAC systems
- Able to work in confined spaces
- Able to physically handle, and comfortable working from, elevated positions (scaffolding, extension ladders, scissor lifts, etc)
- Physical ability to perform heavy lifting and manual tasks
- Ability to be standing or walking for long periods of time
- Positive work ethic

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- Ability to work independently and with a team
- Provide excellent customer service to students, staff and community members
- Strong organizational and communication skills
- Strong leadership and independent decision-making skills
- Ability to plan and prioritize tasks and duties to meet deadlines

Salary: \$24.00 - \$34.23 (based on experience) **Hours:** 8 hours per day, 6:00 a.m. to 2:30 p.m.

Interested persons must sign personally:

Date to be Posted _____ Posted by _____

Date to be Removed _____ Removed by _____

Plymouth Joint School District does not discriminate on the basis of sex, handicap, age, race, color or national origin in the education programs or activities it operates and in employment.

*Interested individuals who are not employees of the district please contact the District Office at 892-2661.

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