



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Maintenance Technician - Coordinator  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 07/2015  
**Last Revised Date:** 07/2015

**Summary:** In collaboration with local districts, works to ensure the maintenance and repair of all facilities and related equipment so that the focus of educators remains on students and not on facilities issues.

### **Essential Duties and Responsibilities:**

- Conduct and responsible for the preventative maintenance and inspection of all types of HVAC systems, controls, boilers and refrigeration units
- Conduct and responsible for the preventative maintenance and repair of air handlers, ventilators, cooling coils, pumps, motors, compressors, chiller units and radiators along with other mechanical heating and ventilating equipment
- Conduct and responsible for the preventative maintenance, piping and repair of compressed air, gas, hot water, steam and hot air heating, water softening/filtration systems
- Safely handle refrigerant and monitor refrigerant systems cleanup. Maintain commercial refrigeration
- Monitor, maintain and troubleshoot thermostats, digital and pneumatic control systems, advanced controls such as economy setback, humidification/dehumidification
- Perform preventative maintenance, building inspections, installations and repairs of mechanical/non-mechanical and electrical building systems, lighting systems, security systems and electrical door openers
- Coordinates with outside contractors related to maintenance services
- Manage and/or complete electrical repairs, plumbing and basic sheet metal work
- Maintain all safety and code requirements of the State, local and Board of Education guidelines and serves on the Kalamazoo RESA Safety Committee
- Collaborate with District's Energy Education Manager and Supervisor to maintain peak performance and seek new opportunities for energy efficiencies that serve to minimize energy costs for the District
- Manage and oversee the budget, inventory control, and parts purchasing for all maintenance related items to include contracted services related to maintenance repair of the facilities
- Meet regularly with building administrators to perform building walkthroughs and to ensure building maintenance needs are prioritized and all aspects of facilities meet or exceed required codes
- Responsible for optimum use of maintenance work order software and the training of employees to best learn the procedures for generating work orders. Train employees on the successful completion of maintenance activities. Processes and schedules maintenance requests

**Essential Duties and Responsibilities(cont.):**

- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Certifications in HVAC/R operation, maintenance and facilities' repair with at least five years of experience or equivalent training and experience combined.

**Certificates, License, Registration:**

Mechanical classification license through the State of Michigan Bureau of Construction Codes

Valid State of Michigan Boiler license preferred

High school Diploma or GED

Universal Refrigeration Card (per Section 608 of the Clean Air Act of 1990; 40CFR part 82 subpart F)

Valid Michigan Driver's License with clean driving record

Must be able to pass background check and drug screening

Must have full set of tools needed to perform job duties

5+ years experience in commercial/industrial HVAC service

2+ years experience in commercial kitchen equipment service

In-depth knowledge of:

- Chilled water systems
- Commercial HVAC
- Advanced boiler operations (cascade systems)
- Refrigeration systems
- Advanced controls; electric, pneumatic, DDS (JCI Metasys, Distech, Siemens Apogee/Insight, Tridium NiagaraAX)
- Pool and Natatorium conditioning systems
- Pool operation
- Water treatment

**Other Skill & Abilities:**

Ability to schedule, organize all work detail and to manage the utilization of computerized maintenance system (i.e. School Dude) to get the best return and use of the system

Ability to communicate effectively including listening and professional interpersonal interactions

Ability to work hours as the job necessitates including responding to emergencies

Ability to work independently and in a team oriented fashion

Ability to efficiently use computer and applicable software (Remote Desktop Protocol, Outlook, MS Word and Excel)

**Other Skill & Abilities (cont.):**

Ability to problem solve and see other things that need to be addressed  
Ability to read and interpret blueprints and various types of wiring diagrams/control charts  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly as well as follow all purchasing protocols  
Practices safe work habits including wearing Personal Protective Equipment (PPE)

**LEA Maintenance Services:**

Perform maintenance duties as expected by contract with associated school district  
Coordinate and monitor KRESA employees for executing work requests at associated school districts  
Coordinate and monitor contractors for repairs, inspections and certifications on systems  
Coordinate and follow up quotes for major projects/repairs performed by KRESA  
Coordinate and follow up quotes for major projects/repairs performed by contractors  
Coach/Train districts on maintenance procedures that would be within their capabilities.  
Oversee work orders on system sent from associated districts.  
Set up billing/invoices for work performed at associated districts  
Meet with superintendents or maintenance directors regularly for continual updates/communication

**Supervisory Responsibilities:**

This job requires the supervision of the delivery personnel/maintenance staff. This position also supervises the exterior pole barn and storage areas. The job also requires supervision of related contracted services and projects. The ability to work independently with sound judgment is critical.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee frequently must squat, stool or kneel; reach above and forward with arms/hands. The employee frequently operates hand tools to grasp tools. Occasionally operate forklifts and manlifts. Ladder climbing is customary. Frequent bending and/or twisting is required. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision and the ability to adjust focus. Must be able to operate a motor vehicle legally.

**Work Environment:**

The noise level in the work environment is usually moderate, but may get loud during construction. May be required to work in tight spaces, in extreme cold/heat, around gases, sensitive liquids, and large mechanical/pneumatic systems.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.