



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Facilities Control Technician
Reports To: Deputy Superintendent
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 02/2010
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Summary:

Monitor, establish preventative maintenance program, repair and replace controls, mechanical systems and equipment in accordance with specified code.

Essential Duties and Responsibilities:

- Conduct preventative maintenance and inspection of all types of HVAC systems, controls, boilers and refrigeration units
- Conduct 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 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, installation and repair of non-mechanical and electrical building systems, lighting systems, security systems and electrical door openers.
- Perform basic electrical repairs and basic sheet metal work
- Maintain all safety and code requirements of the State, local and Board of Education guidelines.
- 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
- 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:

Working knowledge in HVAC/R operation and repair with at least five years of experience or equivalent training and experience combined.

Certificates, License, Registration:

Refrigerant transition and recovery certification

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

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

Ability to read and interpret blueprints and various types of wiring diagrams/control charts

In-depth knowledge of:

- ◆ Chilled water systems
- ◆ Advanced boiler operations (cascade systems)
- ◆ Refrigeration systems
- ◆ Advanced controls; electric, pneumatic, DDS (JCI Metasys, Distech EC-gfx, Tridium NiagaraAX)
- ◆ Pool and Natatorium conditioning systems
- ◆ Water treatment

Other Skills & Abilities:

Ability to organize all work detail and to utilize computerized maintenance system (i.e. School Dude)

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, MS Word and Excel)

Ability to problem solve and see other things need to be addressed

Ability to read, analyze and interpret data/blueprints

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

Supervisory Responsibilities:

This job has no supervisory responsibilities, yet the position requires minimal supervision of the person in this position. 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.