

**UNIVERSITY ACADEMY
CLASSIFICATION SPECIFICATION**

CLASS TITLE: Mechanical Trades Specialist I

BASIC FUNCTION AND RESPONSIBILITY

This is skilled work with proficiency in routine operation and maintenance of the physical plant including preventive maintenance.

CHARACTERISTIC DUTIES

The operation and maintenance of the following:

- HVAC systems (chillers, condensers, compressors, VAV motors, air handlers, controls, thermostats, building automation system, electric heat coils, rooftop units, exhaust fans).
- Plumbing - water lines, traps, sinks, toilets, urinals, showers, sewer lines, kitchen grease pit, etc., fire sprinkler system, and chilled water loop.
- Electrical - distribution, transformers, panels, light fixtures, receptacles, switches, dimmers, gym scoreboards, electrical apparatus for volleyball and basketball, and electric hot water boilers.
- Kitchen - includes water softeners, and kitchen walk-in freezers, walk-in coolers, refrigerators, warmers, ovens, and dishwasher.
- Grounds - Snow and ice removal, depending on the accumulations, require early start times i.e. 2:00 a.m. to 3:00 a.m. in order to have the building ready for school by 6:00 a.m.
- Assist with receiving and distribution of all building deliveries (books, supplies, equipment).
- Assist with special and routine event set-up and take-down including floor protective covering, tables, chairs, podium, PA system, projection screens, security gates, event electrical and technology.
- Assist with building emergencies i.e. power outages (resulting in a loss of heat or cooling), roof damage due to high winds, etc. require immediate attention regardless of time and day.

SUPERVISION RECEIVED

Direct supervision is received from the Director of Facilities.

SUPERVISION EXERCISED

Supervision is on a case by case basis as directed.

QUALIFICATIONS

Ten years experience in facilities operations and maintenance with a multi-skilled trades background. Education through vocational training and/or the equivalent of apprenticeship. Must be able to read mechanical and electrical building plans and schematic, shop drawings, and specifications. A person working in this classification will need on a daily basis, to be able to grasp, lift, maneuver, rotate, and otherwise use small to large trades tools and equipment. Grasp, lift, carry, and set down heavy (50-80 lbs) objects.