

# Maintenance Worker - HVAC Specialist - Vacancy ID: 50054

[Edit](#)

## Vacancy Details

**Position Type:** Custodial/Maintenance**School/Building:** District**Openings:** 1

## Contact

**Name:** Tony Seidita**Title:** Facilities & Operations Manager**Email:** tseidita@shorewood.k12.wi.us**Phone:** 414-963-6918**Website:** <http://shorewoodschoools.org>

## Position Details

**Start Date:** 01/21/2019**Salary/Wage:** \$21.13 - 27.79 / Hour**Terms/Schedule:** Monday - Friday, 7 AM - 3:30 PM**Appointment Type:** Full Time

## Description

### PURPOSE OF POSITION:

The primary goal of this position is to perform preventative maintenance, inspections, installations and repairs on all assigned equipment to ensure their proper operation and function. The assignments may include general building maintenance, carpentry, painting, electrical, plumbing, HVAC and energy management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Performs work which involves minor repairs requiring a general variety of ability in most trades including carpentry, electrical, plumbing, masonry, painting and grounds keeping.
- Performs work requiring skill and ability involving semi-major repair, replacement and new installation in a specific trade specialty.
- Operates and maintains air handling systems, air conditioning systems and related equipment, including fans, motors, controls and pumps.
- Operates and maintains sewerage disposal systems, including pumps, motors and other related equipment.
- Operates and maintains boilers, valves, pumps and related equipment.
- Diagnoses and repairs, replaces, and re-keys locks.
- Assists in establishing and maintaining an inventory of supplies and equipment required in his specific trade specialty.
- Assists in establishing and maintaining an efficient and effective system of preventive maintenance in the field of his specific trade specialty.
- Inspects buildings and repairs malfunctioning equipment or communicates needs that go beyond the scope of their skill level.
- Loads, unloads, and delivers materials including furniture and supplies, as necessary.
- Assists with the preparation, set-up and tear-down of events by utilizing SchoolDude and FSDirect.
- Provides excellent customer service for all internal and external customers.
- Performs ice and snow removal services as warranted.
- Reports all unsafe/unhealthy conditions and any incidents of damage/vandalism to a supervisor.
- All other duties that may be assigned, in a manner that will meet the standards established by the Superintendent and/or the District.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Job description available upon request.

## Qualifications

**KEY SKILLS AND ABILITIES:**

- Ability to perform moderate heavy physical work, frequently lifting and/or moving up to 25 pounds, regularly lifting and/or moving 50 pounds and occasionally lifting and/or moving 100 pounds.
- Ability to read and interpret blue prints.
- Must have excellent interpersonal and communication skills.
- Ability to plan, collect and organize materials to be used for the tasks assigned.
- Ability to follow direction, learn and follow all safety standards and procedures.
- Must possess time management, organizational and prioritization skills to help manage multiple tasks with frequent interruptions.
- Must be self-motivated and be able to work with minimal supervision.
- Ability to use good judgement and solve problems sometimes in emergencies or within tight deadlines.
- Must demonstrate strong convictions and support for the District and Department's mission, vision, and goals.
- Ability to work positively, effectively, and ethically with the community, students, parents, and District personnel.
- Ability to perform duties with awareness of all District requirements as well as Board and District policies and guidelines.

**DESIRED MINIMUM QUALIFICATIONS (EXPERIENCE, EDUCATION, CERTIFICATES, LICENSES AND TRAINING):**

- High School diploma or general education degree (GED).
- Associates degree in related field or additional specialized vocational training preferred.
- Three (3) or more years of experience involving general repairs and maintenance.
- Experience in Honeywell Enterprise Buildings Integrator (EBI), Schneider-Electric StruxureWare and TAC I/NET.
- NICET Fire Alarm Certification
- Knowledge of the methods, tools and mechanical equipment and techniques used in the various trades, particularly in his specific trade specialty.
- Knowledge of occupational hazards, safety standards and procedures, and building fire and sanitation codes.
- Knowledge of fundamental computer skills and programs.
- Certification of good health signed by a licensed physician.
- Valid Wisconsin driver's license and excellent driving record.
- \*Obtain and maintain a Boiler Operator's License.
- Maintain certification in First Aid and CPR with AED.

\*If you do not currently possess this license, the District will work with you to acquire it.

**Candidate Requirements****Years of Experience:** 0**Degree:****Additional Requirements:**

- Resume
- Cover Letter
- Standard Questions