



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 3/23/2016

Maintenance Technician - Coordinator

JobID: 3266

Position Type:

Maintenance/Custodial/Maintenance General

Closing Date:

04/08/2016

Date Posted:

3/23/2016

Location:

KRESA/Service Center

Division:

Maintenance

Position Type:

Full-time, 12-Month

Hours:

7:30-4:30

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, and 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.
- Coordinate 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 serve 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. Process and schedule maintenance requests.
- Other duties as assigned.

Qualifications:

High school diploma or GED. Certifications in HVAC/R operation, maintenance and facilities repair with at least five years of experience; or equivalent training and experience combined. Mechanical classification license through the State of Michigan Bureau of Construction Codes. 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. 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. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Valid State of Michigan Boiler license preferred. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals.

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: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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