

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: REFRIGERATION TECH MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled work and provides leadership in the installation, maintenance, and repair of, commercial refrigeration equipment to include ice machines and milk boxes. Ensures all work is performed according to all related building codes and regulations. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in contacts with various school officials. Reports to the Food Service Foreman

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Troubleshoots and repairs electrical control circuits, using electrical test devices.

Replaces faulty thermostats, wiring and controls.

Checks accuracy and calibrates electrical and electronic controls.

Troubleshoots and repairs refrigeration equipment, determines parts needed and work procedures.

Wires controls and other related electrical equipment

Establish and maintain a preventive maintenance schedule for equipment requiring filter changes etc.

Responsible for being familiar with all regulations, and codes that pertain to Refrigeration and

Electrical maintenance and installation.

Cleans, lubricates and services refrigeration equipment.

Connects and installs piping necessary for drains and water supply for ice machines.

Uses recycle and recovery equipment.

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational training in Commercial Refrigeration, electrical, and associated trades, and 1 to 2 years of experience in same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

The Refrigeration Tech. shall obtain and maintain a Universal CFC Certification as required by EPA.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including electrical tools and, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent form obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read service request, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare billing statements, activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in English, and electrical and mechanical terminology.

Numerical Aptitude: requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spacial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons action under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of commercial refrigeration system installation and maintenance.

Considerable knowledge of common problems and indications of such problems with refrigeration systems.

Considerable knowledge of the tools and equipment used in the installation and repair of refrigeration equipment in School Systems.

Considerable knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position.

General knowledge of approved electrical methods, practices, code requirements and safety standards.

General knowledge of the maintenance requirements of assigned equipment.

Skill in the use and care of hand and power tools and equipment necessary to perform refrigeration systems installation and repair tasks.

Ability to understand and follow oral and written instructions.

Ability to plan and schedule weekly workload.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform manual labor for extended periods of time as required by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.