



## **Job Title: Preventive Maintenance Lead**

**Department:** Maintenance  
**Reports To:** Director of Facilities, maintenance manager, HVAC supervisor  
**Grade:** MT-15  
**Number of Days:** 12 months  
**Security Access:** none  
**Current Date:** January 22, 2018  
**Overtime Status:** Non-exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** To provide prompt quality service to every school every day. Under general supervision, perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring, and preventive maintenance of HVAC equipment. The Preventive Maintenance Lead will be responsible for ordering, receiving, prioritizing, and scheduling the necessary equipment for proper preventive maintenance on HVAC equipment across the district. The employee will also provide a variety of tasks necessary to assist the HVAC Supervisor in ensuring proper maintenance of the district's HVAC systems.

The Lead may assume responsibilities of the HVAC Supervisor in their absence and assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day to day operations to shop foreperson, report and track material costs and maintain a daily time sheet.

This job may include working with outside contractors and vendors for new installation and replacement of HVAC, EMS, and control systems equipment. This will also include working with other maintenance shops for specialized project work throughout the school district.

### **Minimum Qualifications:**

#### **Education:**

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

#### **Specialized Knowledge, Licenses, etc:**

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Must maintain a current and valid State Mechanical License with HVAC endorsement. Unlimited Mechanical License or Contractors License preferred.
- Current and valid State Mechanical Journeyman licenses in refrigeration a plus.
- Must have a thorough understanding of city codes and EPA regulations
- Must have extensive knowledge regarding the operation of HVAC equipment and preventive maintenance specifications as it pertains to HVAC equipment.
- Must be able to demonstrate the ability to plan, coordinate work schedules to complete job assignments without direct supervision.
- Perform various tasks as assigned by managers as needed.
- Must be willing to work overtime without advance notice.

#### **Experience:**

- Must have a minimum of 3 years' experience in maintaining of HVAC equipment.
- Ability to perform routine preventative maintenance on all HVAC equipment.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises and coordinates activities of workers engaged in the installation, testing and repair of HVAC equipment, including but not limited to RTUs, Chillers, Boilers, EMS equipment and software.
- Assign tasks to workers and specifies methods of coordinating workflow to facilitate completion of all jobs.
- Keep records of time and material for all jobs.
- Perform preventative maintenance on all HVAC equipment
- Coordinates with others shops as needed.
- Various other tasks as assigned by the Director and as needed.

- Perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (Energy Management Control System) and controls systems.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Must enforce all MSDS requirements and city/state building codes.
- Ability to complete new installations and make repairs to commercial grade HVAC equipment, including EMS controls.
- Thorough knowledge of various energy management systems, heating, ventilation systems, air conditioning and refrigeration systems; use of maintenance of trade specific materials, tools, instrumentation, and equipment.
- Must have a strong understanding of electrical schematics.
- Ability to read and understand blue prints.
- Capable of relating to management staff and other employees.
- Skilled in operating all types of equipment assigned to department including craft associated test equipment, such as volt and amp meters, underground wire locator, as well as proper use of conduit cutters and benders.
- Must be able to lift weight that exceeds 50lbs.
- Must be able to climb ladders and scaffolds.

**Other:**

- Must be able to work a flexible schedule including evenings and weekends without advance notice.
- Must have ability, skill, and willingness to learn various types of HVAC equipment assigned to department.
- Must have general knowledge in all areas of job responsibilities.

**Customer Contacts (Internal and External):**

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

**Supervisory Responsibility:**

- Directly supervises Preventive Maintenance staff to ensure timely response and corrective action, including preventive maintenance, repairs, and other tasks that may be assigned from time to time.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Inclement weather include extreme temperatures
- Confined working space, tunnels and pipe chases
- Working around hazardous materials, chemicals, or asbestos

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.