

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: PLANT ENGINEER**  
**(John Burroughs and Burbank High Schools)**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor and/or High School Principal or his/her designee, schedule, coordinate and perform maintenance in heating, ventilating and air conditioning (HVAC) and minor maintenance in one or more trades such as electrical, plumbing, locksmith and low-voltage electrical; maintenance, alteration, repair and construction of District facilities and structures. To maintain in an effective and efficient manner, a high school facility in a condition of safety, neatness and proper performance. This position performs journey-level duties in the HVAC and refrigeration trades so that full educational use of the District's facilities is realized at all times.

### **REPRESENTATIVE DUTIES:**

Install, service, maintain, regulate and repair HVAC equipment; including heating, ventilation, air conditioning and refrigeration equipment such as forced air units, fans, evaporate coolers, chillers, refrigerators and freezers.

Repair or replace compressors, charge units, control thermostats, pumps, pressure regulators and other parts and systems; inspect, clean and replace filters as necessary.

Check and adjust temperatures of air conditioning equipment, furnaces, boilers and thermostats.

Clean, repair and replace worn parts of ventilator fans and hoods.

Diagnose mechanical and electrical problems; repair or replace defective parts in units, equipment and controls.

Confer with assigned supervisor regarding maintenance problems, projects and activities.

Schedule and coordinate time and materials required for specific work orders.

Perform journey-level maintenance work in installation, construction, maintenance and repair work in the HVAC trade and minor maintenance.

Maintain a variety of records including, but not limited to time sheets, purchase orders, work orders (assigned and completed) and materials used.

Assist in ordering materials and supplies for assigned projects.

Respond to District security and emergency services per Government Code, section 3100 - 3102.

Perform a variety of functions involving HVAC and refrigeration equipment and minor maintenance in plumbing, painting, carpentry, electrical, metal work, roofing, flooring and/or mechanical work including mechanical maintenance work in the general installation, maintenance, alteration and servicing of related equipment.

Repairs, installs and maintains heating, ventilating and air conditioning and refrigeration equipment, motors, circuits, and other types of power equipment.

Perform minor plumbing repairs including unclogging drains and fixtures.

Perform electrical and mechanical tests on refrigeration units, air conditioning systems and thermostats.

Inspects boiler controls, valves, switches and water levels.

Makes emergency repairs and adjustments to equipment and apparatus.

Maintains the operation of ventilating systems to ensure proper heat and airflow and performs preventive maintenance.

Ensure that proper safety and health regulations and practices are observed related to heating, ventilating and air conditioning and refrigeration equipment.

Performs routine oiling, adjusting, cleaning and monitoring of a variety of motorized and mechanical equipment.

Provide cost estimates for assigned projects to include time, labor, parts, supplies, and equipment upon request.

Follow District policies and procedures.

Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties and facility issues as they arise.

Handles all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.

Able to act as a liaison with a variety of contractors, outside vendors and consultants.

May provide or recommend topics for in-service training in Facilities Services.

Works with outside contractors and vendors.

Participates in District in-service training as required.

Maintain, repair, diagnose, and troubleshoot micro processor boards and electronic devices (EMS).

Repair and maintain troubleshoot Hi Delta two stage pool boiler.

Navigate through aquatic intelligence filter control system.

Perform other duties as related to job description.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, equipment and materials used in the HVAC and refrigeration trades.

Various trade methods, tools, and materials required for the maintenance of facilities and equipment.

Trade functions at the journey-level (HVAC).

Minor maintenance in one or more building trades.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Basic principals of providing work direction to others.

District organization, operations, policies and procedures and objectives pertaining to position.

Methods, practices, equipment and materials used to perform minor maintenance in one or more of the building and construction trades including but not limited to; plumbing, carpentry, painting, electrical/electronic, locksmith, intercom, fire, security, energy, framing, hardware, roofing and mechanical repair.

Building construction practices, laws and safety rules related to HVAC installation and repair in public school buildings.

Diagrams used in installation and repair of heating, ventilating and air conditioning and refrigeration equipment.

Work order tracking and data collecting systems and procedures.

Proper usage of English, writing and math.

Safe and proper working practices and procedures.

Safety rules and regulations for this position.

**ABILITY TO:**

Perform journey level work in the maintenance and repair of HVAC and refrigeration equipment and systems.

Operate specialized machinery and equipment utilized in the HVAC and refrigeration trades.

Learn new products, methods and systems for increasing effectiveness and efficiency.

Diagnose malfunctions and determine repair needs.

Coordinate activities with other Facilities employees.

Meet schedules and timelines.

Order and maintain supplies and materials.

Adjust work to meet unusual conditions.

Perform work safely and proficiently using a variety of hand tools and power equipment associated with repair, maintenance, construction, installation and troubleshooting.

Estimate the scope and costs of work assignments and secure the necessary tools and materials to complete each assignment.

Quickly and effectively analyze situations accurately and adopt an effective course of action.

Read and interpret schematics, blueprints and sketches accurately, prepare basic drawings or diagrams.

Safely drive and operate a variety of vehicles and equipment used in Facilities Services.

Safely use a variety of hand and diagnostic equipment associated with repair, maintenance and construction.

Perform mathematical calculations using addition, subtraction, multiplication and division.

Work cooperatively and effectively with others.

Determine priorities and schedule work effectively and efficiently.

Schedule and conduct preventative maintenance inspections on all types of assigned equipment within the campus.

Use the computer.

Work independently with little direction and maintain high standards of workmanship.

Prepare and maintain work records, schedules and complete necessary reports.

Communicate effectively both orally and in writing.

Handle all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.

Establish and maintain effective rapport with those contacted in the performance of required duties.

Ability to assess, analyze, organize and schedule preventative maintenance calendars using spreadsheets.

Perform work of an active nature, to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move) weights of up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Push, pull and guide materials of weight up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Climb, stoop, kneel and crouch on a regular basis.

Have sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment.

Hear machinery sounds and alarms.

See near and far, read printed materials and see moving objects.

Requires speaking ability to carry on ordinary conversations.

#### **EDUCATION AND EXPERIENCE:**

This position requires a high school diploma or equivalent plus two years of training and/or experience to demonstrate journey-level skill in heating, ventilating and air conditioning and refrigeration trade.

#### **LICENSE AND OTHER REQUIREMENTS:**

Must use safety equipment designated for this position. Provide own hand tools. Possess and maintain a valid California Driver's License.

#### **WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to adverse weather conditions, heat, heavy lifting, climbing and exposure to chemicals and fumes.

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