

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV – MECHANICAL SYSTEMS AND EQUIPMENT

Reference Code: A091

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for supervision of the mechanical/electrical repair operation within the Maintenance Department. This position is directly responsible to the Director III, Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop and recommend new regulations, write policy for approval, and review new procedures/regulations. Communicate Clark County School District interests and concerns to city, county, state, federal, and other governing agencies, such as Environmental Protection Agency (EPA), National Electrical Code (NEC), Uniform Mechanical Codes (UMC), Uniform Plumbing Codes (UPC), National Fire Protection Association (NFPA), American Society of Mechanical Engineers (ASME), Americans with Disabilities Act (ADA), Universal Building Codes (UBC), and other local authority codes.
2. Supervise and evaluate assigned support staff; monitor employee progress; and initiate disciplinary action, when necessary.
3. Inspect, plan, organize, and supervise the maintenance of boilers, refrigeration systems, plumbing/pipefitting, control systems, air-handling equipment, electrical systems, and preventive maintenance of mechanical equipment.
4. Coordinate work with all concerned entities, such as state and local agencies, public utilities, consulting engineers, manufacturing representatives, District staff, parents, etc.
5. Inspect completed jobs for compliance with specifications and standards.
6. Coordinate and supervise the operation of the utility monitoring system; recommend energy-saving procedures and system modifications; and research new equipment technologies.
7. Survey work and develop job cost estimates; recommend mechanical modifications; and specify and order equipment and materials.
8. Oversee the daily electro/mechanical maintenance work order activities relating to all school and support facilities.
9. Establish standards of quality and production for all personnel in the section.
10. Coordinate Heating Ventilation Air Conditioning and Refrigeration (HVAC/R), electrical power, plumbing, and gas and water distribution systems throughout the entire District.
11. Recommend new construction and rehab projects for future programs to Planning/Engineering and Construction Management Departments.
12. Recommend manufacturers and products for use in new construction rehab projects.
13. Implement in-service training in safety and technical training criteria, including special training programs as dictated by state law, federal agencies, and local jurisdictions.
14. Review, monitor, and evaluate new construction and rehab projects, initiating concerns relating to equipment and systems safety, installation procedures, and equipment operation.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

Demonstrated ability for teamwork in a customer-driven environment.

POSITION REQUIREMENTS:

Education and Training:

1. An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.
2. Completion of advanced courses in management.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience in mechanical and electrical fields to include experience in the operation and maintenance of complex mechanical and electrical systems.
2. A minimum of five (5) years of recent work experience in a physical plant or construction environment.

Preferred Qualifications:

An earned bachelor's degree from an accredited college or university with a major in mechanical or electrical engineering.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.