

Job Description

Position Title: Central Plant Trades Specialist 2

Job Family: Facilities

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Central Plant Trades Specialist 2 performs various skilled trades and journey-level duties related to the maintenance and repair of commercial facilities, such as HVAC, refrigeration, central heating/cooling plan equipment, systems and auxiliary machinery.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Perform technical maintenance and implementation of on-going administration of facilities central plant systems.
2. Coordinate facilities maintenance, repair and installation duties of assigned trade area.
3. Troubleshoots systems and urgent technical problems.
4. Respond to customer issues, pages and emergency calls for repair on a 24-hour basis, including subject to callbacks and serving on a rotating on-call roster.
5. Operate equipment including computerized energy management control systems.
6. Inspect facilities, systems, and fixtures and provide periodic servicing.
7. Perform preventative maintenance and repair on HVAC and refrigeration equipment, including management control system (EMCS) controls.
8. Set up recovery units, gauges, and refrigeration cylinders.
9. Follow applicable federal, state and local laws, codes and regulations.
10. Use safe work practices and procedures, to include proper lifting and carrying methods, use of hand and power equipment, tools and supplies.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of full range of skilled maintenance and repairs of systems applicable to the structural shown and provide general service in other mechanical/structural areas
2. Journey-level central plant and commercial direct expansion equipment maintenance and repair
3. Basic repair and maintenance of a variety of commercial facility systems, including basic mechanical/electrical systems and basic construction
4. Knowledge of regulatory compliance principles and practices
5. Knowledge and application of organizational and time management principles
6. Skill in effective communication (both written and oral)
7. Skill in performing a variety of duties, often changing from one task to another of a different nature
8. Skill in Central Plant maintenance
9. Skill in positive, productive, and flexible customer service
10. Skill in problem solving
11. Ability to adapt and maintain professional composure in emergent and crisis situations
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training preferred.
- One (1) to three (3) years of related journey level trade experience required.
- Three (3) to five (5) years of related journey level trade experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours