

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead - Filter Changer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	December 15, 2021	SALARY:	FTA – Trades Hourly Salary Schedule Grade M-72

Basic Function:

Perform a variety of unskilled and semi-skilled maintenance work on school facilities, building facilities, and equipment, and perform preventative maintenance and replace filters on air handling equipment. Perform duties as a working lead, coordinating filter changer work while providing hands-on participation in preventative maintenance and replacement of filters on air handling equipment.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.)

Prioritize work and perform a variety of unskilled and semi-skilled maintenance work on school facilities, building facilities, and Heating, Ventilation and Air Conditioning (HVAC) equipment. *E*

Leads, directs, participates in, and provides insight into the maintenance and improvements of unskilled and semi-skilled maintenance work on District facilities, and HVAC units. *E*

Change filters, lubricate, oil and perform preventative maintenance on HVAC units. *E*

Drive a pickup truck, flatbed or van to transport trash, building supplies, materials; load and unload vehicle. *E*

Operate and maintain a variety of hand and power tools. *E*

Assist in establishing preventive maintenance schedules, recommend priorities of maintenance projects. *E*

Prepare and maintain routine records and inventory. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience in general maintenance and repair work on HVAC equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; successfully pass a Class B Physical exam.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations and policies pertaining to the maintenance of facilities.
Safe working methods and procedures.

ABILITY TO:

Appropriately use tools and equipment common to HVAC filtration systems.
Operate and properly maintain tools and equipment used in HVAC filtration systems.
Plan and organize work.
Provide work direction to others.
Prepare routine reports and records.
Understand and follow oral and written directions.
Work cooperatively with others.
Observe legal and defensive driving practices.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; regular exposure to fumes, dust and odors; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time; bending at the waist; pushing and pulling maintenance supplies and equipment; lifting and moving heavy objects; reaching overhead, above the shoulders and horizontally; climbing ladders, stairs, scaffolding and ramps; dexterity of hands and fingers to operate hand and power tools.

HAZARDS:

Working on ladders or scaffolding; fumes from paints and solvents; working in confined areas; working around asbestos.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions