



**Job Title:** Equipment Technician, Electrician

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Director, Equipment/Warehouse  
Operations

**Date Revised:** November, 2015

**Dept. /School:** Student Nutrition Services

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**Primary Purpose:**

Under general supervision, maintain, repair and install multiple types of cooking and holding equipment throughout SNS kitchens and warehouses in the district. Maintain and provide for the safe condition and operation of all cooking and holding equipment under the SNS program.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Valid Texas Driver's License with good driving record

Commercial or school food service equipment maintenance experience working with commercial cooking equipment, preferred

Maintain a current Food Handlers Certification

**Experience:**

A minimum of three (3) years in a multi-unit operation, preferred

**Special Knowledge/Skills:**

Knowledge of food service commercial cooking equipment repairs, maintenance and installation techniques

Ability to read and understand electrical diagrams and schematics

Ability to install new circuits and components in accordance with applicable codes

Ability to perform mathematical calculations

Ability to diagnose and resolve problems

Ability to use hand and power tools

Ability to correctly procure parts and equipment through the use of the district p-card purchasing program

Demonstrated organizational, communication and interpersonal skills required to achieve the goals of the position

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Diagnose and repair malfunctions in various types of SNS kitchen equipment. Repair, replace or calibrate controls including thermostats and switches.
2. Install new kitchen equipment according to code specifications. Connect all temperature controls and switches according to wiring schematics.
3. Maintain preventive maintenance schedules and procedures for all kitchen equipment, including lubrications and adjustments.

4. Receive and complete work orders. Select materials and hardware, make time and material cost estimates and communicate needs as necessary depending on cost limitations.
5. Purchase all items necessary for the completion of the work order according to district P-card regulations. Document all invoices and retain information for P-card reconciliation.
6. Inspect jobs upon completion and ensure areas are clean.
7. Maintain inventory of district-owned tools, equipment and parts stock.
8. Respond to emergency calls as needed.

### **Safety**

9. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
10. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
11. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

### **Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Electrical measuring and testing equipment; welding equipment; hand tools, power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking; climbing stairs/ladders/scaffolding; grasping/squeezing, wrist flexion/extension; overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone, may work irregular and prolonged hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.