



Job Title: Manager, MEP

Exemption Status/Test: Exempt

Reports to: Director of Maintenance

Date Revised: May 21, 2015

Dept. /School: Maintenance

Primary Purpose:

This position is responsible for managing the HVAC, Electrical and Plumbing supervisors and technicians as they maintain the equipment at each of the district schools and support buildings. This is a multifunction position. While the primary focus is on preventative maintenance of heating and air conditioning, this position is frequently required to supervise tradesmen of other crafts and to direct, monitor and approve the actions, performance and/or contractors and vendors as they work for Garland ISD.

Qualifications:

Education/Certification:

High School diploma or GED

Associates Degree preferred

Five years' experience in one of the following trade disciplines: HVAC, Electrical or Plumbing

Valid Texas driver's license with good driving record

TDLR Contractors Class A License and Universal CFC License required

Experience:

Ten (10) years of commercial HVAC, Electrical or Plumbing experience

Previous supervisory experience

Special Knowledge/Skills:

Knowledge of water treatment and boiler controls

Strong mechanical aptitude

Knowledge of local and state laws

Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Develops, coordinates, establishes and executes HVAC schedule to ensure services or repairs on a frequency necessary to maintain Garland ISD's investment to the quality standards and reliability with emphasis on safety.
2. Organizes, trains, leads, schedules and supervises HVAC, electrical and plumbing crews to carry out tasks with a high level of craftsmanship.
3. Evaluates available heating and air conditioning, electrical and plumbing products, standardizes products and hardware to achieve economy.
4. Submits Purchase Requisitions in accordance with established HVAC, electrical and plumbing schedules to ensure ready availability of materials, supplies and equipment required.
5. Responsible for coordination of special projects with outside HVAC, electrical and plumbing contractors.
6. Determine and monitor stock inventory levels which pertain to the HVAC, Electrical and Plumbing departments.

7. Maintain and submit reports of all man-hours and materials utilized in performing HVAC, electrical and plumbing functions for the district.
8. Monitor and evaluate the PM schedule on all HVAC equipment.
9. Experience procuring parts and total unit packages.
10. Expertise dealing with controls and wiring.
11. Willingness to perform other duties as assigned.

Supervisory Responsibilities:

Supervises the activities of the HVAC, Electrical and Plumbing shops and the trade personnel.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

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

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

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

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.