



Job Title: Lead Special Systems Technician
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director II
FLSA Status: Non Exempt
Salary Schedule: MN lane 09

SUMMARY

Under the direction of the Maintenance Director, the Lead Special Systems Technician performs and manages a variety of electrical and low voltage issues and personnel. The Lead is responsible for the installation, service and repair of motors, kitchen equipment, electrical switches, and other commercial equipment found in schools. The Lead will conduct team meetings as needed to address work orders and other related issues. The Lead will communicate and coordinate with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages submitted work orders. Prioritizes, schedules, and assigns work to Special Systems personnel.

Coordinates and facilitates team meetings as needed to address work orders and other related issues.

Coordinates with the WCSD Building Official to make sure all life safety systems are up to the newest codes.

Bids and supervises all elevator inspections and repairs.

Inspects all fire extinguishers and fire alarm systems in the district and is responsible for their maintenance and repair. Maintains all smoke detectors and related items.

Directs testing, repair, and replacement on all fire sprinkler systems in the school district.

Supervises all intercom systems, and theatrical systems in the district and is responsible for their maintenance and repair.

Works with the District Food Service Administrator on all repair and replacement of kitchen equipment and training for that equipment.

Supervises the cleaning and repair of kitchen tools.

Coordinates with Custodial Coordinator on training of custodians on all related special systems and equipment.

Works with the CTE Director on shop equipment replacement and repair.

Participates in the planning committee for new and existing facilities.

Works yearly with the Maintenance Director and Physical Facilities Director on priorities and budgets.

Coordinates yearly bids, as needed.

Attends meetings, seminars, and schooling as needed.

Works with State Risk Management and state and local Health Departments.

Works with local government officials dealing with special type systems.

Participates in the Maintenance On Call Program as needed.

Communicates and coordinates with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

Communicates and coordinates work with other maintenance personnel as necessary.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the Special Systems team.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree in a related field or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

Must have experience managing projects and personnel.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have one or more of the following:

- Utah DOPL Journeyman or Master Electrician License
- Utah DOPL Journeyman or Master Plumber License
- Utah Fire Alarm Technician Certification

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: Maintenance Director		Date: 08/28/2023
Approved By: Assistant Director, Human Resources		Date: 11/16/2023
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	