

## **Killeen Independent School District Job Description**

**Job Title:** Mechanical, Electrical and Plumbing (MEP) Services Specialist  
**Reports To:** Director for Maintenance and Operations  
**FLSA Status:** Exempt

### **SUMMARY**

Manages the maintenance functions in the areas of mechanical (HVAC), electrical and plumbing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Manages facility maintenance work order system in area of responsibility.

Assigns maintenance requests to staff.

Monitors and approves time worked and time off for all assigned personnel.

Provides quality assurance for all maintenance work by performing regular and random audits of work performed.

Creates and maintains a preventive maintenance program.

Assists director in identifying facility conditions and needs.

Assures that all staff has required licenses and certifications.

Manages and maintains vehicles, tools and equipment in area of responsibility.

Assures compliance with all building, life safety, environmental and accessibility codes, laws and requirements.

Manages all required testing, servicing and inspections of back flow protection equipment, boilers, and other systems requiring local, state and federal certifications.

Coordinates all facility maintenance activities with campus principal.

Responds to after-hours emergency calls as necessary.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises personnel in the mechanical (HVAC), electrical and plumbing maintenance trades. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **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.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree, preferred; high school diploma or equivalent, required; and a minimum of five years experience in facility maintenance or facility construction, preferably in a public-school environment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Master license in at least one of the MEP trades and/or additional master or journeyman MEP trades license, preferred

## **LANGUAGE SKILLS**

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 administrators, principals, and staff.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 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**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; risk of electrical shock; and vibration. The noise level in the work environment is usually very loud. Frequent district-wide travel to multiple campuses as assigned.

**Revised Date:** September 14, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.