

## **MOP Co-Op Maintenance (HVAC/Plumbing)**

### **DESCRIPTION:**

Employment as a Maintenance (HVAC/Plumbing) employee providing service to multiple districts within the Mecosta-Osceola ISD.

### **REQUIREMENTS:**

High school diploma or GED. Valid Michigan driver's license. HVAC/Plumbing certification.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain and perform preventive maintenance on controls and related equipment; adjust and calibrate equipment when necessary.
2. Respond to complaints regarding HVAC equipment and adjust or repair where necessary.
3. Perform minor electrical and pipefitting repairs to HVAC systems.
4. Check and maintain safe and efficient operations of high-pressure boilers and related equipment including air compressors, water pumps, fuel pumps, air conditioning equipment, boilers and automatic emergency lighting.
5. Monitor gauges and computer printout of machine performance; tend oiler controls and gauges; adjust or repair broken and worn parts. Periodically clean and overhaul boilers. Set and adjust controls to achieve desired performance.
6. Check, repair or replace valves and controls to maintain piping system.
7. Periodically check water conditions with test equipment and add conditioning chemicals as required.
8. Maintain required school district records of boiler room operations. Set up, check and replace recording charts and tapes. Maintain log operations by shift.
9. Organize time, energy and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities.
10. Assume responsibility to transport self to assigned worksite(s) and maintain regular and predictable attendance.
11. Perform other related duties as assigned by Supervisor or his/her designee.