

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Gas Equipment Repair Specialist I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 OSS
REVISED:	July 11, 2006		

BASIC FUNCTION:

Perform skilled installation, service, wiring, and repair work on a variety of gas-fired and electrical equipment, electronic controls, and ignition systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Install, maintain, inspect, troubleshoot, diagnose, replace worn parts, and repair a variety of machinery, shop equipment, gas-fired and electrical equipment located in schools, cafeterias, industrial arts classrooms, libraries, and in other district buildings. **E**

Service, insulate, and repair ovens, fryers, kilns, building heaters, and melting furnaces. **E**

Refit and install pilot burners and electronic ignition switches. **E**

Inspect fire dampers, food warmers, and pressure steam cookers. **E**

Work from blueprints and wiring diagrams, including computer aided diagrams and images. **E**

Rewire from disconnect to consuming device, using secondary power source up to 480 volts. **E**

Braze and solder tubing or lines; dismantle, inspect, clean, and repair or replace gas or electric controls, regulators, thermostats, thermocouples, valves, and heating filters. **E**

Locate and repair gas line leaks independently and working with SDG&E personnel. **E**

Operate a computer or laptop with basic software. **E**

Estimate time and material costs and keep service records. **E**

Operate and program a Variable Frequency Drive (VFD). **E**

Drive a truck. **E**

May perform preventive maintenance.

May make simple repairs to sheet metal doors and cabinets.

May direct the work of helpers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to technical or vocational training in a related field, and three years of diversified gas and electric equipment repair, with at least one year of experience involving a majority of the types of equipment and machinery included above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Possession of hand tools common to the trade.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, testing meters, and methods used in the inspection, repair, replacement, and installation of a wide variety of gas-fired and electrical equipment, electronic controls and switches.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Estimate labor and material costs.

Read blueprints, plans, and specifications.

Operate standard office equipment including microcomputers, laptop, and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

This class differs from the next higher class of Gas Equipment Repair Specialist II in that the former services and repairs a limited variety of equipment and machinery, usually under moderate supervision.

PROMOTIONAL OPPORTUNITY: An incumbent who (1) has demonstrated the ability to repair the full range of equipment typically repaired and maintained by the Gas Equipment Repair Specialist II, (2) has satisfactorily completed three years of service in the journey level job class of Gas Equipment Repair Specialist I, and (3) whose skills have been certified by the supervisor and department head, will automatically be promoted to Gas Equipment Repair Specialist II.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments. May work in confined spaces.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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