

# Preventive Maintenance Manager

## Position Details

Class Code: 7709

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, develops, schedules, and implements preventive maintenance programs relating to all types of building systems and equipment.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises and evaluates program implementation and execution.
2. Conducts inspections of building systems and equipment.
3. Plans, estimates, schedules work requests, conducts inspections, and performs service to equipment based on program/equipment requirements, service hours, and manufacturer's specifications.
4. Initiates work requests to conduct investigations based on program and equipment requirements, service hours, and manufacturer's specifications.
5. Evaluates proposed regulatory changes to determine financial and operational impact on the Clark County School District.
6. Maintains computer database to prepare reports and records required by regulatory agencies (i.e., Southern Nevada Health District, State of Nevada, etc.), and for the evaluation of preventive maintenance effectiveness and/or compliance issues.
7. Coordinates work between crafts/trades, school activities, and outside agencies.

8. Develops and conducts training programs for designated staff on the inspection of fire sprinkler systems, boiler equipment monitoring and operations, etc.
  9. Develops and monitors preventive maintenance programs.
  10. Evaluates material needs and orders supplies.
  11. Evaluates preventive maintenance program effectiveness and/or compliance with standards.
  12. Consults and confers with regulatory agencies.
  13. Works with hazardous materials that require special handling.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves preparing and managing the preventive maintenance programs for building systems and equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of building codes and regulations.
2. Knowledge of non-destructive testing methods including, eddy current tube analysis.
3. Knowledge of operation and maintenance of complex building systems and equipment.
4. Knowledge of proper procedures for handling hazardous materials.
5. Knowledge of computer software applications that involve the use of graphics and spreadsheets.
6. Ability to recognize, understand, and interpret local, state, federal, and national codes; such as, Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), etc.
7. Ability to develop and apply operating and work procedures.
8. Ability to conduct in-service training on the inspection and operation of equipment.
9. Ability to meet predetermined deadlines.
10. Ability to read and interpret blueprints, specifications, and schematics.
11. Ability to read and interpret written and/or verbal instructions.
12. Ability to plan, organize, schedule, and implement preventive maintenance programs.

13. Ability to work flexible hours or shifts.
  14. Ability to work in confined areas.
  15. Ability to safely move and relocate heavy objects.
  16. Ability to withstand heights and perform work safely.
  17. Ability to work cooperatively with employees, contractors/vendors, and the public.
  18. Ability to recognize and report hazards, and apply safe work methods.
  19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Completion of apprenticeship in a mechanical trade (i.e., plumber, electrician, HVACR, pipefitter, etc.), plus two (2) years of experience in the trade; or, Seven (7) years as a journeyman in a mechanical trade (i.e., plumber, electrician, HVACR, pipefitter, etc.).

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Apprenticeship card, if applicable.
3. Journeyman card, if applicable.

### **Preferred Qualifications**

Two (2) years of specialized training in mechanical and electrical building systems.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.)
  3. Apprenticeship card, if applicable.
  4. Journeyman card, if applicable.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities - schools (i.e., classrooms, cafeterias, restrooms, boiler rooms, mechanical equipment rooms, etc.), offices, facility rooftops, construction sites, etc.

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## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or up to 10-20 lbs., constantly.

### Physical Demand

Frequent climbing, balancing, crouching, crawling, stooping, reaching, kneeling, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/ heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers and software, telephones (including mobile/handheld), copy machines, fax machines, calculators, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/23/23
- Created: 04/26/91