

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** Lead Child Nutrition Equipment Technician

**Department:** Child Nutrition

**Grade:** K

**H.P.D.:** 8

**D.P.Y.:** 260

**Job Description**

**Date Reviewed:** January 2023

**Reports To:** Child Nutrition District  
Equipment Manager

**Purpose of Job**

The purpose of this job is to provide supervision and leadership to all Child Nutrition Equipment Technicians in the performance of skilled work functions associated with installation, repair, and maintenance of all Child Nutrition foodservice equipment and being the primary backup for the Child Nutrition District Equipment Manager. Duties and responsibilities include but are not limited to installing/repairing all Child Nutrition foodservice equipment; performing general and preventive maintenance; installing and recovering refrigerants; responding to routine and emergency service calls; operating various tools and equipment; preparing documentation; and performing other duties as assigned.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Serves as Team Leader for all Child Nutrition Equipment Technicians and the primary backup for the Child Nutrition District Equipment Manager.

Provides all assigned/necessary training for the Child Nutrition Equipment Technicians and Child Nutrition Department, at the highest level of industry standards, related to job functions and/or as assigned by supervisor.

Installs and repairs all types and various brands/models of electric and gas based commercial foodservice equipment to include, but not limited to, central warehouse freezers/coolers, walk-in freezers/coolers, commercial ovens, chill blasters, steamers, commercial dish machines, induction and steam well based serving lines, refrigerated/hot holding cabinets, etc.

Performs general and preventive maintenance on Child Nutrition foodservice equipment (e.g., changing filters, cleaning condenser coils, etc.). Requires individual to be exposed to sun and weather conditions for long periods of time.

Tests machinery, equipment and parts for proper operation and provides recommendations for improvements or needs throughout the cafeterias to supervisor.

Responds to routine and emergency service calls as directed by direct supervisor or designee. Responsible as the primary position to respond to emergency service calls outside of regular hours, nights, weekends, and holidays as directed by direct supervisor or designee.

Operates various tools and equipment (e.g., recovery machine, vacuum pump, lift, pressure gauge, multi-meter, probe, leak detector, regulator, ladder, welding equipment, hand tools. etc.).

Reads and interprets blueprints, construction drawings, schematics, etc.

Performs various errands as assigned (e.g., purchasing parts and supplies; transporting materials, etc.).

Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate. Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals as directed by supervisor.

Requires working knowledge of all types of foodservice equipment including, but not limited to, repair of freezers and coolers. Required to inspect work performed by contractors to ensure proper installation and operation of equipment. Supervises and inspects work performed by Child Nutrition Equipment Technicians. Advises supervisor of all findings, needs for improvements, and/or corrective measures/actions needed.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Utilizes proper computer applications/software to diagnose, repair, replace and/or configure software based equipment issues (e.g. main boards, etc.).

Ensures proper recovery, system charging, and disposal of refrigerant/refrigeration equipment, as necessary, in accordance with proper EPA regulations.

Installs and recovers a wide variety of different refrigerants, stays up-to-date on refrigerants for the various types of equipment, maintains proper records of refrigerant usage/storage/disposal, and provides updates and recommendations to supervisor around these needs.

Must have working knowledge needed to operate forklift, scissor lift, and vertical lifts. Must obtain and maintain proper certification according to district requirement to operate these types of equipment.

Capable of calculating necessary material cost, utilizing proper fiscal responsibility, for a given job.

### **Additional Job Functions**

Provide first line supervision to all employees in the Child Nutrition foodservice repair field. Supervision will include providing leadership, giving direction, evaluating completed work, training, mentoring, coaching, providing input on employee evaluations, recommending awards, corrective actions, and team building.

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or equivalent) with a minimum of five years of foodservice equipment installation/repair experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Tennessee Driver's License. Requires Universal EPA Refrigerant Recovery Certification.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Maintenance practices as they pertain to the performance of duties relating to the job of Lead Child Nutrition Equipment Technician. Has above average knowledge of foodservice equipment installation/repair practices necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to \_\_\_ pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**