



PERSONNEL COMMISSION

Class Code: 0499
Salary Range: 38 (S1)

SUPERVISING FOOD PRODUCTION EQUIPMENT TECHNICIAN

JOB SUMMARY

Under general supervision, to organize, supervise and participate in the highly skilled work entailed in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Organize and supervise assigned personnel. **E**
- Make up schedules for assigned personnel and inspect and/or monitor cafeterias and consult with site administrators and others to determine work needs; ensure that work is done in accordance with established safety and work standards. **E**
- Assign, train, and evaluate personnel in the proper performance of duties, safe and efficient work, materials, methods and practices, and appropriate care and use of equipment. **E**
- Set up and maintain appropriate routine programs, or required and approved programs of lubrication, testing or preventative maintenance of buildings, grounds and food service equipment. **E**
- Determine and estimate time and material costs and equipment and personnel resources to complete tasks or projects. **E**
- Prepare planned survey reports that include costs recommended for the Department budget and the order in which the work is to be accomplished. **E**
- Schedule and coordinate contract maintenance and repairs on service equipment. **E**
- Work with, learn from and monitor the work of vendors performing service contract and warranty work; schedule and assign personnel to inspect contractor provided services. **E**
- Maintain records of material, part usage, time, and history of equipment service and repair. **E**
- Estimate quantity and cost of supplies and equipment, prepare and submit requisitions in a timely manner to insure on-hand inventory needed to accomplish work, and receive, account for, and distribute same as needed. **E**
- Comply with and ensure safety requirements are always followed and observed. **E**
- Recommend equipment and appliance replacements as appropriate. **E**
- Develop and recommend equipment or building structural alterations at school cafeterias or the Nutrition Center. **E**
- Instruct assigned food production, cleaning, and maintenance personnel in proper equipment operation, cleaning procedures, and minor trouble shooting, adjustments or

repairs for equipment including such items as stoves, hoods, ranges, large kettle valves, small refrigerator equipment, hand and power tools, etc. *E*

- Prepare job specifications for contract work for materials and equipment. *E*
- Keep abreast of trends and developments in the technology of food service equipment; evaluate and recommend materials, equipment, procedures and layouts that will enhance production and service. *E*
- Coordinate work schedules with Maintenance Branch personnel on common jobs. *E*
- Coordinate activities of external maintenance personnel to ensure that services requested and provided meet the specifications of the Food Service Branch and applicable codes. *E*
- Accompany gas, water, fire, health inspectors, or contract service personnel as needed. *E*
- Set up repair shop and inventory storage for parts, materials and supplies at the Nutrition Center. *E*
- Travel to various sites to perform required duties; operate a District vehicle. *E*
- Work with food service managers in the specification of large quantity food service appliances and equipment. *E*
- Set up or direct the establishment of files that record work hours, supplies and materials and historical files for maintenance of systems and equipment at the Nutrition Center and at the sites. *E*
- Operate and communicate on a two-way radio as required. *E*
- Adjust employee grievances. *E*
- May open and close facility.
- May do the work of a journey-level technician.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Supervising Food Production Equipment Technician supervises skilled trades employees in the installation, maintenance, repair and replacement of large quantity food production equipment and appliances at the Nutrition Center and at district sites. The ongoing requirements for servicing and preventive maintenance include a large inventory of reach-in refrigeration equipment, convection ovens, commercial gas ranges, warming cabinets and steam tables. An incumbent acquires and applies a knowledge of the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, and personnel engaged in general cleaning and upkeep activities of the food service facilities.

EMPLOYMENT STANDARDS

Knowledge of:

Building and safety codes and procedures applicable to a large scale food production, handling and packaging facility.

Basic sanitation standards followed in a large scale food center in accordance with United States Department Agriculture and Food and Drug Administration regulations or other regulatory agencies.

Proper procedures, methods, and tools used in pipe fitting, electrical work, electronic controls, plumbing, heating, refrigeration, hydraulics and pneumatics as it relates to the maintenance and repair of varied commercial food production equipment and ancillary systems.

Electronic, electrical, refrigeration, heating, plumbing, mechanical, gas and arc welding principles and procedures applicable to the job functions of this classification.

Operation of heating, ventilating and refrigeration systems, including high pressure boilers.

Estimating job costs and control procedures.

Preventive maintenance including cost effective maintenance practices.

Mathematics used in refrigeration, air conditioning and stationary engineering.

General principles of supervision and training.

Safety precautions and procedures.

Computerized integrated maintenance software system.

Ability to:

Plan, direct, supervise and evaluate the work of assigned personnel.

Organize and establish priorities and schedules for assigned workers.

Train and instruct others.

Estimate quantity and types of materials needed and costs of materials and labor.

Recognize and correct safety hazards.

Inspect food service equipment to determine adequacy and maintenance requirements or replacement.

Write specifications for contract work for the Nutrition Center and recommend contract work for site cafeterias as needed.

Establish and monitor use and control of material and labor resources.

Plan and implement preventive maintenance program for the Nutrition Center and site cafeterias.

Demonstrate skilled work in the maintenance and repair of a wide range of quantity food handling, preparation, packaging, cleaning, storage equipment, spaces and ancillary plumbing, electrical, electronic, heating and refrigeration systems and equipment components, steam pressure vessels, boilers, chillers, and conveyor systems.

Demonstrate the skill to install, remove, replace and/or repair such components as valves, fans, motors, gaskets, packing glands, filters, belts, blades, fuses, controls, thermostats, thermocouple, switches, gauges, tubing wiring, plugs connectors, sensors, pipes, compressors, and control panels, including touch up or preservation painting.

Test, inspect and observe functioning of installed equipment, parts or system in operation to detect hazards needed for adjustments, or to locate causes of trouble.

Analyze, interpret and apply complex and technical manuals, schematic diagrams, blueprints, plans, specifications, and instructions.

Troubleshoot, plan and lay out electrical, electronic, refrigeration, heating, pneumatic, hydraulic, mechanical and plumbing work problems.

Read and interpret electrical, pressure or vacuum gauges, meters, automatic recording devices, or other indicator lights or devices, and adjust controls to ensure efficient operation, or record data.

Maintain accurate records.

Keep current in skilled trades and technology developments and recommend appropriate changes to work procedures and acquisition of tools and equipment.

Order supplies, tools and equipment.

Demonstrate the skill to use safely and effectively a variety of power equipment, test equipment, hand tools, and precision measuring and testing instruments in the performance of assigned tasks.

Analyze situations carefully and adopt effective courses of actions.

Operate a district vehicle observing safe and defensive driving practices.

Understand and carry out oral and written instructions.

Operate a variety of test equipment and meters.

Demonstrate the skill to arc, mig and gas weld.

Demonstrate the skill to do light carpentry.

Demonstrate the skill to do touch up painting.

Work under difficult time deadlines, and focus on multiple tasks simultaneously.

Maintain related documentation, records.

Write clear and concise reports.

Communicate effectively orally and in writing.

Operate a personal computer and terminal with word processing and software associated with computerized maintenance equipment inventory program.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Training:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

Experience:

One year in a lead or supervisory capacity over journey-level trade personnel performing plant facilities maintenance, with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

OR

Four years performing the listed specialized work, preferably including some lead or supervisory capacity.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledges, and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California drivers license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Refrigerant Transition and Recovery certification program approved by the Federal Environment Protection Agency is desirable.

Steam Engineer license of 500 horsepower or higher is desirable.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

An incumbent in this class will be assigned to the Nutrition Center facility and primarily will work there. Tasks at individual school sites may also be required in support of the food service mission.

Environmental conditions range from exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room. Noise levels are usually high, along with humidity and moisture. There are many hazards including proximity to moving, mechanical parts, exposure to electrical shock, toxic chemicals, gases under pressure, etc.

Subject to emergency call out.

PHYSICAL DEMANDS

Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently. Ascending or descending ladders, stairs, ramps, stooping, kneeling, crouching, crawling, reaching handling, fingering, feeling, hearing, talking and good general visual acuity are all necessary to repair, install or monitor operating equipment and systems.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Established 9/7/95

Revised 3/2/00

Revised: Sept 24, 2009