



# Gaston County Schools

## Mechanical, Electrical, and Plumbing (MEP) Manager

### Definition

The employee is responsible for performing a technical range of supervisory, advisory, construction, administrative, and engineering tasks in support and operation of schools and administrative sites.

This employee is responsible for the direct supervision of HVAC, Electrical and Plumbing departments and outside contractors. Employee is required to have a broad knowledge of HVAC, Electrical, Plumbing, building control practices and principles and demonstrated experience commensurate with the scope of Gaston County Schools:

- ± 5,000,000 s.f.
- ± 63 Schools and Administrative sites
- Buildings systems and physical plants that comprise diverse quantities of age, design differentiation, and system component specifications.

This position is responsible for the management of Gaston County Schools (GCS) life safety to include; power, lighting, fire and burglar alarms, intercoms, cameras, security and sound systems.

### Duties and Responsibilities

- Develops, maintains and enforces mechanical and electrical design and construction standards with a focus on insuring safety, reliability, maintainability and energy efficiency.
- Coordinates mechanical, electrical and plumbing maintenance efforts in all school facilities via a combination of in-house craftsmen and outside services to include; equipment replacement, preventive and predictive maintenance, scope of work development, pre-bid meetings facilitation, and project management.
- Supervises and inspects the work of skilled employees in the HVAC, Electrical and Plumbing departments.
- Coordinates efforts of department crews and direct foremen in their areas of concern.
- Establishes a training program for skilled employees.
- Performs site inspection to ensures that all work performed is accurately reported.
- Reviews the productivity of departments and assists foremen in the efficient operation of each group.
- Implements and ensures the accomplishment of preventative maintenance programs.
- Evaluates all department employees with the assistance of department foremen.
- Minimizes GCS exposure and risk on projects.
- Provides oversight to ensure mechanical and electrical safety for all GCS personnel, pupils and civilians using school facilities.
- Implements the organizations policies and procedures and ensure compliance.
- Works closely with GCS Energy Program on the development, installation, maintenance, and control of energy efficient systems.
- Assists with energy management efforts by analyzing building systems and recommending energy efficient devices, systems, and programs.
- Coordinates, designs, and develops plans and specifications for minor mechanical, electrical and plumbing projects; takes bids, tracks and reviews completed work to determine adherence to established design criteria and budget.
- Performs related work as requested by the Director of Facilities Services.
- Provides budget recommendations for repairs and upgrade projects.



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### Knowledge, Skills and Abilities

- Knowledge of the principals and practices of mechanical and BAS (Building Automation Systems) controls engineering as they relate to HVAC, Plumbing and Electrical.
- Ability to design and/or direct the design, implementation and maintenance of such systems.
- Knowledge of refrigerant regulations, energy codes, National Electric Code, building codes, environmental laws, safety standards and other regulatory standards that govern school buildings.
- Thorough knowledge of the principles and techniques of the variety of trades related to work.
- Thorough knowledge of the methods, tools, parts, and equipment used in the related trades.
- Thorough knowledge of the occupational hazards and related safety precautions in the related trades.
- General knowledge of effective supervisory practices relating to motivation, communication, and delegation.
- Ability to prepare and manage annual budget.
- Ability to plan and direct work of subordinate foreman and employees.
- Ability to troubleshoot complex mechanical, electrical, HVAC, and plumbing systems.
- Ability to maintain, manage, and prepare reports and records.
- Ability to develop and maintain effective working relationships with school officials, administrators, supervisors, and other school employees.
- Strong organizational, communication, and interpersonal skills
- Proficient knowledge of Microsoft Office.
- Must be willing to learn extensive software applications.

### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or negligible amounts of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate required equipment and motor vehicles, use measurement devices and perform visual inspections of work for accuracy, thoroughness, and adherence to work standards and instructions.
- Completes some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.

### Desirable Education and Experience

- Minimum 7-10 years of experience. Preferred 10 or more.
- Minimum BS Mechanical or Electrical Engineering. Preferred.
- Minimum: Registered PE Mechanical/Electrical - North Carolina. Preferred.
- 3 to 5 years of supervisory experience or an equivalent combination of education and experience.

### Special Requirements

- Employee must possess and maintain a valid driver's license. Employee must possess or be able to obtain and maintain an appropriate driver's license recognized by North Carolina for the weight



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and type of vehicles operated as required by the Department of Motor Vehicles. Employees are governed by Gaston County Schools Policy Code(s): 6335/7270/7260, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offenses.

- Some occasional over time and weekend work may be required, depending on workload or work requests.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.
- Some occasional emergency response work may be required.

**This Position Reports Directly to:** Director of Facilities

**Classification:** Exempt

**Salary:** Central Office Salary Schedule

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test. As a safety sensitive position, the employee will be subject to random drug testing.***

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**HOW TO APPLY:**      Inside and Outside Applicants:

**Visit Gaston County Schools' website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)**

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application
  - Upload cover letter to application
  - Upload current résumé to application

**The following documents must be uploaded to online application, if Outside Applicant:**

- Copies of **official** college transcripts (degree-dated), if applicable
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack



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application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two

- Copy of Certifications/Licenses, if applicable
- Copy of last employment evaluation

**Qualified inside and outside applicants should mail or email cover letter and résumé to:**

Harry Irby, Director of Facilities

Gaston County Schools

943 Osceola Street

Gastonia NC 28054

Email: [hmirby@gaston.k12.nc.us](mailto:hmirby@gaston.k12.nc.us)