



Job Title: HVAC Technician
Job Family: Non-Certified
Pay Program: Classified
Typical Work Year: 12 Month Position
Reports to: Director of Buildings and Grounds

SUMMARY: Responsible for overseeing and maintaining and repairing all District HVAC equipment. Specific duties include repairing, rebuilding and replacing bearings, motors, heat exchanges, air conditioning compressors, heating boilers, ventilation and air conditioning systems; order and maintain inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
1. Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods.	Daily	65%
2. Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations.	Daily	20%
3. Order and maintain inventory of heating, ventilating and air conditioning parts.	Daily	5%
4. Inspect and verify the operation and safety of all heating boilers, roof top units, air handling units and ventilation systems.	Daily	5%
5. Repair and maintain all line voltage, equipment voltage and control voltages. Respond to emergencies in building. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Vocational school or short term courses in C.F.C. universal certificate. Requires formal training in two of following areas: chillers, cooling towers, boilers, furnaces, refrigeration and air conditioning equipment.
- More than five years of experience in HVAC service and repairs.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- E.P.A./C.F.C. Certification.
- C.S.I. Building Control Systems Training.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced troubleshooting and repair on HVAC/R systems required.
- Advanced mechanical skills and ability to read and understand blueprints and schematics.
- Knowledge of refrigerants and ability to interpret internal system pressure.
- Knowledge of 460 volt, AC/DC circuit and advanced troubleshooting skills preferred at hire.
- Advanced knowledge of HVAC/R systems and component level diagnostic skills.
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic hand tools and other specialized HVAC tools required.
- Operating knowledge of refrigerant recovery equipment and vacuum pump required.
- Operating knowledge of analog and digital meters; computerized air quality meters; DD DDC controls and computer control systems preferred.
- Operating knowledge of manual lifts district vehicles preferred at hire; required within three months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Buildings and Grounds	

	Position Title	# of Employees	Job Code
Direct Reports:	This job has no direct supervisory responsibilities		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Document purchases made on district credit card for department. Work within prescribed budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	

Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds			X	
More than 100 pounds		X		

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X

Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 9-21-15