

Job Title:	<b>HVAC LEAD</b>	Reports to:	<b>DIRECTOR of FACILITIES</b>
FLSA status:	<b>Non-Exempt</b>	Supervisor duties:	<b>Staff</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	The purpose/s of maintaining heating/air conditioning and/or refrigeration systems; identifying repair/replacement needs necessary to maintain equipment and systems; providing appropriate documentation required by other personnel and for conforming to regulations; providing necessary information on the proper uses of the equipment; providing individual guidance in the maintenance of heating, air conditioning/refrigeration equipment; and ensuring adequate materials are available to complete assignments in a timely manner.		

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Diagnoses** problems and/or failures in heating/air conditioning/refrigeration systems for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
- **Directs** personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- **Installs** heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- **Orders** supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- **Orients** school personnel for the purpose of providing necessary information on the proper uses of the equipment.
- **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- **Records** reports (e.g. work orders, EPA log, estimates, repair logs, etc.) for the purpose of documenting information for other personnel.
- **Repairs** heating/air conditioning systems and components, and obsolete equipment for the purpose of providing comfort within the facilities.
- **Responds** to emergency situations (e.g. heating, air conditioning and/or refrigeration systems) for the purpose of resolving immediate safety concerns.
- **Transports** various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
- **Other Job Functions:**
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Coordinates** with district and other trades' staff for the purpose of completing projects/work orders efficiently.
- Other duties as assigned

## KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate of hand and power tools used in craft, perform basic math.
- Knowledge of mechanical, electrical and hydraulic applications to HVAC field, codes and regulations relative to HVAC field, boiler operation, water treatment, basic computer operation.
- Abilities to stand for prolonged periods, understand and carry out oral and written instructions, establish priorities, work independently and with minimal supervision. Significant physical abilities include lifting/carrying, climbing/balancing, stooping/kneeling/crouching, reaching/handling, talking/hearing conversations, near visual acuity.

### QUALIFICATIONS & REQUIREMENTS:

#### Education & Experience:

- High School diploma or equivalent
- Prior job related experience with increasing levels of responsibilities as HVAC Technician with commercial HVAC entity or public institution with a system similar to in Districts
- Proficiency in trade
- EPA Certificate Universal Technician, Valid Driver's License and evidence of insurability, TB Test Clearance, Criminal Justice Fingerprint clearance, Refrigeration Management Certification

Computer Proficiency: Google Suite

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to operate a school bus and other District vehicles safely. Requires constant standing, stooping, kneeling and carrying and lifting of medium to heavy weight materials (20 - 100 pounds). Requires near visual acuity and accommodation (ability to bring items into sharp focus), strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination. Employee may be exposed to blood-borne pathogens.

### WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*