

Job Title:	HVAC	Reports to:	DIRECTOR of FACILITIES
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
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.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- The job of "HVAC" is done for 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 orientation to personnel in the operation of heating, air conditioning/refrigeration equipment; and ensuring adequate materials are available to complete assignments in a timely manner.
- 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.
- 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.
- 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.
- Troubleshooting as needed

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.
- Directs less experienced employees and assistants for the purpose of assisting and providing individual guidance in the maintenance of heating/air conditioning/refrigeration equipment.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate 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 as HVAC Technician with commercial HVAC entity or public institution with a system similar to Districts'
- Proficiency in trade
- EPA Certificate Universal Technician, Valid Driver's License and evidence of insurability, 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.