

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Maintenance Worker/HVAC Technician

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Director of Maintenance & Operations

RANGE: 330

WORK YEAR: 12 Months

CLASS: Maintenance & Operations

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under the direction of the Director of Maintenance and Operations, to use specialized knowledge and manual skill in the inspection, servicing, and repair of buildings, grounds, systems, equipment, and furnishings; to lead all maintenance and repairs of the District's HVAC and electrical systems; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by creating an instructionally supportive environment that safeguards student and staff well-being.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Performs all skillsets and responsibilities that are required for the Maintenance I and Maintenance II positions.
- Guides or trains Maintenance I, II, and III Workers on various projects requiring specialized HVAC and electrical maintenance and repair skillsets.
- Guides or trains Maintenance I, Maintenance II workers on various projects across the trades and skillsets.
- Receives and prioritizes work orders from Director of Maintenance and Operations; may update work order status using online system.
- Estimates time, labor, and material costs to establish time guidelines.
- Inspects, diagnoses, repairs, modifies, and installs any and all HVAC parts, components, or accessories, to include but not limited to, compressors, receivers, condensers, pumps, motors, valves, heat exchangers, limit controls, pressure controls, safety valves, automatic gas valves, thermostats, filters, automatic switches, fan controls, log switches, louvers, damper motors, relays, bearings, belts, and controls for gas and electric package units, split systems, mini-split systems, and boilers.
- Performs skilled electrical work in the repair, installation, and alteration of HVAC equipment, as well as electrical fixtures, wiring, and control devices.
- Tests electrical systems and continuity in electrical wiring, equipment, or fixtures using testing devices such as ohmmeters, and voltmeters to ensure the compatibility and safety of systems.
- Assembles, installs, tests, and maintains electrical and electronic wiring, equipment, appliances, apparatus, or fixtures.
- Places conduit, piping, and tubing inside designated partition walls, or other concealed areas and pulls insulated wires or cables through the conduit to complete circuits between boxes.
- Assembles, installs, maintains, and pressure tests all pipes, fittings, and fixtures of heating, water, drainage, waste, vent, sprinkler, and gas systems according to specifications and governing codes.
- Determines sources of plumbing malfunctions and completes repairs as indicated or according to work orders.

- Installs and repairs pipes, fittings, valves, pumps, faucets, and fixtures of plumbing systems including water heaters, water softeners, cross contamination devices, etc.
- Constructs classroom and restroom partitions.
- Performs a variety of rough and finish carpentry work.
- Repairs and replaces door jambs, doors, locksets, and closers.
- Builds concrete forms, mixes, pours, and finishes concrete surfaces.
- Maintains a working inventory of HVAC, plumbing, electrical, and general maintenance supplies as established by the Director of Maintenance and Operations.
- Repairs and replaces door locks, tumblers, springs, and cylinders.
- Welds and brazes ferrous and non-ferrous metals, hard-surfaces, and worn equipment parts.
- Performs a variety of general maintenance, repair, and construction work including but not limited to HVAC, plumbing, electrical, carpentry, painting, locksmithing, tiling, carpeting, and roof repairs.
- Performs general maintenance and repair of vehicles, mowers, and other types of gasoline powered equipment.
- Works from ladders, scaffolds, and roofs to install, maintain, diagnose, and repair HVAC equipment, electrical wiring and systems, piping, valves, and pumps.
- Skillfully operates and maintains a variety of hand and power tools to include welders, welding torches, vacuum pumps, test equipment, and other general and specialized tools.
- Cleans job site after completing projects; removes trash and debris from job site.
- Prepares for fire, health, and safety inspections; monitors, inspects, and maintains safety and access equipment (e.g. electrical, lighting, alarm, lift systems, etc.) as directed; maintains clear routes for emergency egress.
- Inspects and tests fire extinguishers for proper operation in accordance with supervisor directives and mandated schedules; reads gauges and records results on tags.
- Drives District vehicles between school sites, vendors, and various locations in the performance of job duties.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- One to three years' experience in building, institutional, and/or grounds maintenance work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Two years or more of verifiable journeyman level HVAC trade experience.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California Driver's License and insurable status by the District's carrier.
- Requires a valid EPA refrigerant Type I and Type II certificate, or an EPA universal refrigerant certificate.
- Must demonstrate a working knowledge of the standard practices of the HVAC, electrical, and plumbing trades.
- Must demonstrate a working knowledge of the governing building codes and compliance requirements, in addition to the governing health and safety regulations.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Specialized maintenance and repair procedures (i.e. mechanical, electrical, plumbing, carpentry, masonry, etc.).

- Methods to inspect, diagnose, repair, modify, and install building systems (i.e. HVAC, communication, security, etc.).
- Basic and specialized tools and terms used in building and grounds maintenance work.
- Technical and specialized methods and practices followed in the maintenance of tools, machinery, and equipment.

ABILITY TO*:

- Anticipate, identify, and correct problems involving District facilities and implement procedures that will prevent such problems.
- Estimate the scope of each work assignment, secure necessary tools and materials to complete the assigned work, and coordinate work assignments with guidance from the Director of Maintenance and Operations.
- Operate a variety of trade tools and equipment.
- Drive a pick-up truck.
- Endure long hours, meet rigid deadlines, and perform tasks that require strenuous, physical exertion.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (With or without the use of aids)*:

- Work is performed while moving about the facilities to conduct maintenance for extended periods of time.
- Work is performed while positioning self to perform maintenance, make repairs, etc..
- Requires traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 50 pounds across a campus.
- Requires the ability to access trees, rooftops, and other elevated locations via a ladder.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed in a manual and make log entries.
- Requires the ability to operate tools and equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: In vehicle traveling to job assignments; various campus facilities; indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environments on campus in variable weather conditions; variable heights, confined spaces, variable/diminished lighting; loud and consistent noise created by power tools and equipment; fumes and odors caused by chemicals and solvents.