

9.17.03 HVAC TECHNICIAN

Reports To: Director of Supportive Services

Dept/Campus: Maintenance

Wage/Hour Status: Nonexempt

Length of Contract: 260

PRIMARY PURPOSE:

Under general supervision, maintain, repair, and install heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Valid driver's license
EPA Certification
Contractor license or be able to obtain

Special Knowledge/Skills:

Knowledge of HVAC repairs, maintenance, and installation techniques
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to use hand and power tools

Experience:

Five years or more of experience in HVAC field

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.

JOB DESCRIPTION

HVAC Technician

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4. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment.
5. Install new heating and air conditioning systems and components.
6. Relocate and expand existing HVAC systems as needed.
7. Repair, replace, and calibrate controls, thermostats, switches, and fuses.
8. Fabricate, assemble, and install duct work and piping according to specifications and code.
9. Wire and connect motors, compressors, temperature control, and humidity controls according to wiring schematics.
10. Maintain Freon dispensing records to meet federal requirements.
11. Maintain preventative maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
12. Perform duct cleaning and air quality testing as needed.
13. Receive and complete work orders.
14. Install equipment.
15. Assist in cabinet making.
16. Serve as a locksmith for the district.
17. Assist in floor repair and installation.
18. Change out plugs, bulbs, switches, etc.
19. Assist on any maintenance, repair project.
20. Select materials and hardware and make time and materials estimates.
21. Maintain inventory of district-owned tools, equipment, and materials.
22. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
23. Maintain accurate records on material and labor used.

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- 24. Inspect jobs upon completion and ensure areas are clean.
- 25. Work with building principals and supervisors to complete projects.
- 26. Detect needed repairs on equipment following established inspection procedures.
- 27. Respond to emergency calls as needed.
- 28. Other duties as assigned.

EQUIPMENT USED:

Meters, gauges, welding equipment, ladders, hoists, hand and power tools, pipe bender, propane torch, light truck or van

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying; work in tiring and uncomfortable positions, around gas lines, around fumes and toxic chemicals, outside and inside, exposure to extreme temperatures, frequent district-wide travel

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date