



## HVAC Technician

**FLSA Status:**

Non-Exempt

**Qualifications:**

Successful completion of a recognized HVAC vocational technical program or related courses.

Ability to turn, twist and bend as required to operate equipment

Ability to work overhead on ladder.

Properly licensed to operate a vehicle.

Ability to lift a minimum of 60 lbs. repeatedly.

**Experience:**

Certified HVAC technician with five years of experience, preferably commercial application with both computer and pneumatic controls.

**Clearances:**

Criminal Justice

Fingerprint/Background Clearance

**Professional/Technical Salary**

**Schedule:**

Range A-1

**Reports to**

Maintenance Supervisor

**Terms of Employment**

260 days, 8 hours per day, with benefits according to Board policy.

**Purpose Statement**

The job of the HVAC Technician is to maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all time.

**Essential Job Functions**

- Assist in responsibility for the safe condition of boilers, heaters, furnaces, exhaust fans, air handlers, air conditioners and chillers in the facilities owned or operated by the district.
- Perform heating and cooling repair work as assigned in a timely manner.
- Perform the routine maintenance of HVAC systems in District facilities.
- Recommend supplies and equipment for purchase and in maintaining the inventory of District-owned tools, equipment and supplies.
- Provide cost estimates of heating and cooling repair projects in terms of labor and materials.
- Examine District owned and operated facilities on a regular basis for purposes of preventive maintenance and safety, which includes greasing motors, changing belts, cleaning coils and changing filters on a regular basis.
- Successfully complete classes and/or course work to stay abreast on new technologies.
- Demonstrate mechanical aptitude and ability to read blueprints and schematics.

- Work as needed on snow removal to get building ready for operation, which may include early morning, late night, weekend or holiday work.
- Works in extreme weather conditions such as winter cold or summer heat as needed. Takes appropriate precautions in such conditions to ensure personal safety such as wearing appropriate clothing and taking frequent or taking frequent water breaks.

### **Other Job Functions**

- Attend meetings or work overtime as requested by supervisor or district administration.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to good safety practices.
- Completes all required training.
- Adheres to all district rules, regulations, and policies.
- Perform other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance of HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; ability to lift 60 pounds repeatedly; ability to climb ladders up to 30'; working with constant interruptions; and displaying mechanical aptitude.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.