

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/19	HVAC TECHNICIAN I	02.5.15
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing HVAC apprentice level work to operate, maintain, repair and integrate multifaceted energy systems that generate heat, ventilation, air conditioning, refrigeration (HVAC/R) and their associated system controls which include direct digital and pneumatic.

CLASS CHARACTERISTICS

This is the apprentice-level class in the HVAC Technician series. Positions at this level are distinguished from other classes within by the level of responsibility assumed, the complexity of duties assigned, and the requirement of actively acquiring local/state licensing. Employees perform minimally complex HVAC repair work.

SUPERVISION RECEIVED AND EXERCISED

The HVAC Technician receives work assignments and general supervision from an assigned Head Maintenance Worker. Work is assigned orally and/or through an electronic work order system which may include control diagrams, blueprints, and/or maintenance instructions.

Work is regularly reviewed while in progress and/or upon completion for quality and compliance with standards.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Administering the operation of HVAC systems in district owned and operated buildings and facilities.

Troubleshooting building HVAC systems in response to trouble calls.

Using building plans, equipment documentation, electrical diagrams, controls program logic, control sequences, digital thermometer, and volt/amp multi-meters to assist in troubleshooting.

Setting up historical data logs from the trends to be used in analyzing energy conservation efforts.

Creating and modifying control schemes for efficient control of Building Automation systems, within energy management guidelines and customer requirements.

Preparing estimates of materials, equipment and labor required for assignments.

Performing maintenance and repair on tools and equipment used in trade's work.

Performing related duties consistent with job description and assignment.

Ordering materials needed; maintain records as necessary using District purchasing rules.

Managing, tracking, and providing inventory of tools and parts as necessary.

Cross-training within Maintenance Services Department to support common outcomes.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard practices, methods, tools and materials used in the HVAC, refrigeration, controls and mechanical systems trade.

Internal operation of refrigerators, freezers, water heaters, air conditioners and other types of heating and cooling equipment.

Hazards and safety precautions of the HVAC/R and refrigeration trades.

HVAC/R application software used to repair and maintain HVAC/R equipment.

HVAC/R application software programming used to control HVAC/R equipment.

Ability to:

Use the tools and equipment required of the HVAC/R and refrigeration trades.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

One year trades experience.

Training:

Graduation from or enrolled in an accredited technical advanced program (minimum two year program) in HVAC System Maintenance and Repair.

Equivalent to the completion of the twelfth grade.

Special requirements:

Possession of, or ability to obtain, a valid Oregon Driver's License.

Work Environment:

Work is often in the field. Inside work in shop or other buildings is often dusty with exposure to chemicals and high voltage electricity.

Physical Requirements:

Frequent twisting, bending, stooping, lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on electrical systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer School District is an equal opportunity employer.

Position: HVAC Technician I

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____