SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/19	**HVAC TECHNICIAN II**	2.5.14
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing HVAC 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 mid- 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 maintaining local/state licensing. Employees perform the moderately complex HVAC repair work, requiring journey level licensing, which involve highly technical practices and repair procedures.

SUPERVISION RECEIVED AND EXERCISED

The HVAC Technician II 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 periodically reviewed while in progress and/or upon completion for quality and compliance with standards. Supervisory control typically does not extend beyond approval of priorities, schedule and final work product.

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.

Using computers to monitor HVAC systems, temperatures, and pressures.

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 building trends to monitor building energy usage.

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

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

Coordinating and schedule the work of outside contractors.

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

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

Ordering necessary materials and maintaining records using District purchasing rules.

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

Conducting shop and field inspections of in-progress work and completed jobs.

Performing related duties consistent with job description and assignment.

Providing technical assistance to management personnel when requested and as required.

Providing technical expertise, training, assistance and mentoring to lessor qualified/certified personnel within the HVAC Technician series.

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

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

HVAC/R and physical plant systems (all components and how they work together as one system) in large buildings.

Refrigeration processes and equipment, as related to large building HVAC/R systems.

Computer Controlled HVAC/R System processes and equipment, as related to large building

HVAC/R systems.

Heating processes and equipment (such as steam & hot water boilers and electric strip heat).

Pneumatic and electrical controls as they relate to HVAC/R systems.

Computers, communications networking and related software used in the control of HVAC/R systems.

Computer Controlled HVAC/R, Pneumatic, and electrical, control systems as they relate to HVAC/R and refrigeration systems.

Electrical motors and pumps of the HVAC/R and refrigeration trades.

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:
Maintain, troubleshoot and repair electrical motors and pumps typical of the HVAC/R and refrigeration industry.

Maintain, troubleshoot and repair commercial or domestic refrigerators, freezers, and air conditioners.

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

Read schematic control diagrams, and interpret control programming language, related to HVAC/R and refrigeration.

Create custom programs used in Computer Controlled HVAC/R Systems.

Read blueprints and work from sketches related to HVAC/R and refrigeration.

Operate, maintain, troubleshoot and repair large chillers.

Create trends to use in troubleshooting processes.

Maintain, troubleshoot and repair Computer Controlled HVAC/R systems and related communications networks.

Analyze technical information and prepare related reports.

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:
Two years of responsible skilled trades experience.

Training:
Graduation from 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.

Refrigeration Certification recognized by the Oregon State Department of Commerce.

Brazing Certification recognized by the Oregon State Department of Commerce.

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 II

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

Signature:_____ Date: _____

Print Name:_____