JOB DESCRIPTION

JOB TITLE: Maintenance Technician/HVAC

Job Purpose Statement/s: This position performs a variety of mechanical maintenance functions that encompass all trades and disciplines. The purpose of “Maintenance Technician/HVAC” is to maintain heating/air conditioning and/or refrigeration systems. Responsibilities include equipment installation; repairs to heating, ventilation and air conditioning equipment; troubleshooting malfunctions and preventative maintenance on such equipment; electrical installation and repairs; refrigeration troubleshooting and repairs; and other mechanical related work as assigned.

Essential Job Functions:
* **Diagnoses** problems and/or failures in heating/air conditioning/refrigeration systems for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
* **Installs** heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
* **Orders** supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
* **Orients** school personnel for the purpose of providing necessary information on the proper uses of the equipment.
* **Records** reports (e.g. work orders, EPA log, estimates, repair logs, etc.) for the purpose of documenting information for other personnel.
* **Repairs** heating/air conditioning systems and components, and obsolete equipment for the purpose of providing comfort within the facilities.
* **Responds** to emergency situations (e.g. heating, air conditioning and/or refrigeration systems) for the purpose of resolving immediate safety concerns.
* **Transports** various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

Other Job Functions:
* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Coordinates** with district and other trades’ staff for the purpose of completing projects/work orders efficiently.
* **Directs** less experienced employees and assistants for the purpose of assisting and providing individual guidance in the maintenance of heating/air conditioning/refrigeration equipment.

Job Requirements - Qualifications:
* **Experience Required**: Five years experience at journey level position in HVAC with at least three years doing HVAC maintenance repairs.
* **Skills, Knowledge and/or Abilities Required**:
  
  **Skills** to operate hand and power tools used in craft; perform basic math.

  **Knowledge** of mechanical, electrical and hydraulic applications to HVAC field, codes and regulations relative to HVAC field, boiler operation, water treatment, basic computer operation.

  **Abilities** to stand for prolonged periods, understand and carry out oral and written instructions, establish priorities, work independently with minimal supervision. Significant physical abilities include lifting/carrying, climbing/balancing, stooping/kneeling/crouching, reaching/handling, talking/hearing conversations, near visual acuity.

* **Education Required**: High School diploma or equivalent.

* **Training Required**: Proficiency in trade.

* **Licenses, Certifications, Bonding, and/or Testing Required**: EPA Certificate Universal Technician, Valid Driver’s License and evidence of insurability, Criminal Justice Fingerprint Clearance, Refrigeration Management Certification.
SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: HVAC
Report Identification Code = edmvac

The following analysis entails an evaluation of the “Physical Demands” factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:
NP = Not Present - Does not exist
O = Occasionally - Up to 1/3 of the time
F = Frequently - From 1/3 to 2/3 of the time
C = Constantly - 2/3 or more of the time

1. STRENGTH:
   A. Standing 60%
   Walking 20%
   Sitting 20%

   B. Lifting F 50 lbs.
   Carrying F 50 lbs.
   Pushing O 50 lbs.
   Pulling O 50 lbs.

2. CLIMBING F
   BALANCING F

3. STOOPING F
   KNEELING F
   CROUCHING F
   CRAWLING O

4. REACHING C
   HANDLING C
   FINGERING O
   FEELING O

5. TALKING:
   Ordinary C
   Other O

   HEARING:
   Conversations C
   Other Sounds F

6. SEEING
   Acuity, Near C
   Acuity, Far O
   Depth Perception O
   Accommodation O
   Color Vision O
   Field of Vision O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
   (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are tools, Freon bottles, ladders, compressors, other equipment parts (note that lifting/pushing/pulling may be up to or in excess of 100 lbs. for brief periods of time); climbing/balancing are ladders, stairs; stooping/kneeling/crouching are working on unit control panels, doing maintenance on equipment; reaching/handling/fingerling are equipment, parts, tools, keyboard wiring; talking/hearing are conversations, listening to motor/compressor noises; near visual acuity is inspections. Drives between sites.
### SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

**JOB TITLE:** HVAC

Report Identification Code = edmvac

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

**Key to Environmental Factors Rating:**
- NP = Not Present in the Job Environment
- S = Seldom - Under 5% of Work Day
- O = Occasionally - Up to 1/3 Time
- F = Frequently - From 1/3 to 2/3 Time
- C = Constantly - 2/3 or More Time.

1. **ENVIRONMENT:**
   - Inside 30% Outside 70%

2. **EXTREME COLD**
   - S
   
   **Comments Regarding “Extreme Cold”** = Coolers, freezers, air conditioners

3. **EXTREME HEAT**
   - S
   
   **Comments Regarding “Extreme Heat”** = Furnace, heating

4. **WET/HUMID**
   - O
   
   **Comments Regarding “Wet/Humid”** = Water, liquids in refrigeration/air conditioning condensers

5. **NOISE (IN DECIBELS) 120 decibels**
   - VIBRATION
   - O
   
   **Comments Regarding “Noise”** = Compressors
   **Comments Regarding “Vibration”** = Electric drill, power tools

6. **HAZARDS:**
   - Mechanical
   - Explosives
   - Electrical
   - Radiant Energy
   - Burns
   - Other Hazard/s
   
   **Comments Regarding “Mechanical”** = Fans, fan belts
   **Comments Regarding “Explosives”** = Welding gases
   **Comments Regarding “Electrical”** = Electrical panels, power tools
   **Comments Regarding “Radiant Energy”** = Furnace, heating
   **Comments Regarding “Burns”** = Soldering, hot parts
   **Comments Regarding “Other”** = Slips, trips, falls

7. **ATMOSPHERIC CONDITIONS:**
   - Fumes
   - Mists
   - Odors
   - Gases
   - Dusts
   - Poor Ventilation
   - Other Atmospheric Hazards NP
   
   **Comments Regarding “Fumes”** = Soldering
   **Comments Regarding “Mists”** = Steam
   **Comments Regarding “Odors”** = Refrigerants
   **Comments Regarding “Gases”** = Refrigerants
   **Comments Regarding “Poor Ventilation”** = Machine rooms

8. **PROTECTIVE CLOTHING - DEVICES:** Safety glasses/goggles, gloves, hearing protection, welding/soldering goggles and gloves

9. **E. C. SUMMARY:** Inside/Outside Work 2 3 4 5 (6) 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.