POSITION DESCRIPTION

TITLE: Preventive Maintenance Heating, Ventilating, and Air Conditioning (HVAC)

LOCATION: Maintenance

REPORTS TO: Manager, Maintenance

DEPARTMENT: Maintenance

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Manager, the Preventive Maintenance Heating, Ventilating, and Air Conditioning (HVAC) position will perform general and preventive maintenance at all District facilities, specifically in the area of heating, ventilating, and air conditioning.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail, and in writing.
2. Perform preventive maintenance on heating, ventilating, and air conditioning (HVAC) systems throughout the Evergreen School District.
3. Troubleshoot, repair and maintain heating, ventilating, and air conditioning (HVAC) systems throughout the District.
4. Maintain hot water boilers, chillers, cooling towers, and their components.
5. Change electric drive motors, belts, and sheaves.
6. Clean coils as required.
7. Inspect for breaks in duct systems.
8. Order supplies as necessary.
9. Establish and maintain records of inventory history.
10. Estimate cost of work projects.
11. Perform first aid/CPR when necessary.
12. Read blue prints as necessary.
13. Travel from location to location in order to accomplish tasks.
14. Successfully complete all required district training within a timely manner.
15. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. May carry a pager and be called back to work after regular hours to perform special service as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

Hearing (66-100%)  Speaking (66-100%)  Vision (66-100%)
Walking (66-100%)  Driving (66-100%)  Pushing/Pulling (33-66%)
Bending/Stooping (33-66%)  Exposure to noise  Acceptable Attendance
Ability to enter crawl spaces and other confined spaces  Climbing Up to 100 ft.  Use of hands and/or arms for repetitive motion (66-100%)
May be required to work outdoors in inclement weather  Climb and work on ladders (33-66%)  Lifting/Carrying Up to 75 lbs. (33-66%)
Standing (66-100%)
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Multiple Concurrent Tasks (66-100%)
Training (Up to 33%)  Customer Contact (33-66%)  Problem Solving (66-100%)
Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

Tools and Equipment Necessary:
Must use flow hood, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of two years of HVAC experience and two years of HVAC trade school or Journey-level HVAC status.
2. Demonstrated ability to communicate effectively with staff and the general public with a positive attitude.
3. Demonstrated ability to understand oral and written instructions and perform functions to specified expectations.
4. Demonstrated organizational skills and the ability to follow through.
5. Willingness to be called back to work after regular hours to perform special service as needed.
6. Must possess a good math aptitude.
7. Must have the ability to read and understand blue prints.
8. Demonstrated ability to operate the tools and equipment in order to perform the essential functions of the job.
9. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
10. Must be able to travel from location to location in order to accomplish tasks.
11. Must possess a current valid driver's license, and must be able to provide a current driving abstract.
12. Must be able to obtain a Commercial Driver's License (CDL).
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: _________________

District: ___________________________  Date: _________________

Revised Date: 10/10/2013
Classification: Maintenance
Class: Preventative Maintenance
Display on Web? Yes

Preventive Maintenance Heating, Ventilating, and Air Conditioning (HVAC)