**HVAC Technician**

**SUMMARY:**To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

Maintain all safety and code requirements of the State, local and Board of Education guidelines.

Repair and maintain all types of air conditioning and refrigeration units.

Repair and maintain gas, hot water, steam and hot air heating systems.

Repair and maintain air handlers, ventilators, cooling coils, chiller units, and radiators along with other mechanical heating and ventilating equipment.

Monitor, maintain and troubleshoot digital and pneumatic control systems and thermostats of all systems to maintain appropriate working temperature.

Perform regular preventive maintenance and boiler water treatment programs for all heating and air conditioning equipment.

Install and test new equipment.

Must be able and willing to work overtime and respond to emergencies.

Must wear district authorized uniforms and clothing.

Must participate in departmental training, education, and team building programs.

Accurately order and account for material and labor related to assignments.

Coordinate with co-workers to ensure completion of assignments.

Must maintain a valid home telephone number on file with the maintenance department.

Work with little or no supervision.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must hold a valid driver's license and have a good driving record. Must possess Refrigerant Transition and Recovery Certification. Must hold a valid Mechanical Classification License issued through the State of Michigan Bureau of Construction Codes.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as schematics, blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before small groups of employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Must have sufficient knowledge of all mechanical building systems and their control systems. Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 pounds such as motors. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both indoors and outdoors experiencing extreme temperature fluctuations. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate and occasionally will work in a loud area. Occasionally works in high and confined spaces.