**Job Title: Maintenance/HVAC Technician**

**Reports To:** Operations Supervisor

**General Summary:**

Lead and/or work with journey tradesworkers performing skilled maintenance work in the repair, remodeling, and construction of district buildings, grounds, facilities, and equipment. Position requires the ability to be available for 24-hour on-call for emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1.      Perform maintenance, operation and repair of electrical, mechanical and structural systems of buildings and utility distribution.

2.      Perform a variety of repair and preventative maintenance on district HVAC/R systems.

3.      Respond to service and emergency work orders.

4.      Maintain maintenance manuals detailing equipment inspection and breakdown for district HVAC/R.

5.      Operate HVAC/R computer systems.

6.      Assist with the installation of new heating, ventilation and air conditioning units.

7.      Service, repair, and maintain pneumatic, electrical, and electronic heating and ventilation control systems including air compressor units.

8.      Perform skilled work on control systems associated with natural gas and oil-fired boilers and electronically operated systems.

9.     Perform skilled work on ventilation equipment louvers, grills, dampers, fans, unit heaters, unit ventilators, volume ventilators, and other associated equipment.

10.   Install, adjust and maintain plumbing fittings, fixtures, and appliances.Â  Install all types of piping insulation. Use various anchors, hangers, straps, fasteners, and adhesives common to the trade.

11.   Perform skilled work to install, adjust, operate and maintain all electrical facilities of the Institutional type.

12.  Adjust, calibrate, and operate equipment and test instruments normal to the trade.Â

13.   Use hand and power pipe cutters, thread and bending tools, drills, ammeters, multimeters, and other tools of the trade.

14.   Determine service wire sizes for loads, type and diameter of conduit and install and strap conduit as required by N.E.C.

15.   Understand and practice all safety procedures and requirements of maintenance trades.

16.   Physically capable of strenuous manual labor as required for climbing, and/or overhead work.

17.   Must plan and work independently as necessary, exercising good judgment and ingenuity in the appraising a problem and selecting a suitable solution.

18.   Provide written reports as may be requested.

19.   Perform other related duties as assigned.

20.   Respond to security and fire calls or system malfunctions.

21.   Repair and maintain kitchen and custodial equipment.

22.   Assist and backup other maintenance department staff as needed.

23.   Reports to work with regular and reliable attendance and punctuality. Ability to work independently with minimal supervision as well as under the direction of others.

24.   Upholds board, district and building policies and goals.

25.   Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

**CERTIFICATES, LICENSES, PERMITS, REGISTRATIONS:**

Valid Washington State driver's license and a clean driving record

Valid First Aid/CPR card and willingness to obtain and maintain

Journey-level tradesworker in one or more building crafts.

Electrical and boiler expertise.

Fundamental computer skills necessary to write reports, e-mail, etc.

**MINIMUM QUALIFICATIONS**

Education and Experience

Successful completion of two (2) years of trade school preferred and three (3) years of recent working experience in the HVAC trade.  Prior experience working maintenance in a commercial setting preferred.  Must have valid Washington State driver's license, a good driving record, and EPA CFC certification.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrated knowledge of HVAC, refrigeration systems, electrical repair and maintenance including HVAC control systems.

Knowledge of computer systems and related software.

Skill in tool and equipment usage and repair methods including electrical testing and safety equipment.

Skill in preventative maintenance.

Ability to identify and correct technical problems.

Established pattern of professional growth.

**OTHER QUALIFICATIONS, SKILLS AND ABILITIES:**

Strong written and oral communication skills

Verifiable successful employment history demonstrating dependability and good attendance

Must be versatile, self- motivated and challenged by unusual jobs and variety of work.

Exhibit ability, attitude, and appearance that will withstand constant public scrutiny.

**MENTAL DEMANDS**

Requires knowledge of routine repairs and maintenance, including some painting, electrical, carpentry, plumbing and other general maintenance; requires ability to learn the operation of a variety of equipment and tools; requires ability to learn the operation of a variety of equipment and tools; requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires excellent vision to perform detailed and precise work; requires good depth perception, balance, hearing, and hand/eye coordination; knowledge and understanding of product and equipment application/operation and safety, health and safety codes, standards, and procedures; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff, and public behaviors; will frequently experience interruptions; required to shift focus to respond to student, staff and public needs

**PHYSICAL DEMANDS**

Exposure to changes in temperature and climatic conditions, wet/humid conditions, dust, equipment noise, toxic chemicals (such as paints, solvents, cleaning fluids, herbicide/pesticide agents); exposure to moving equipment, power tools, and machinery (including flying debris), vibration and jarring; requires standing, walking, sitting without restrictions; ability to stoop, bend, squat frequently, lift and carry objects weighing up to 50 pounds frequently; assistance for heavy lifting, carrying, pushing, and pulling available; must be physically capable of working from a kneeling and crawling position; frequently requires; occasionally requires working in confined spaces; requires work from ladder, scaffolding, and/or scissors-platform lift occasionally; requires no limitation in reaching, grasping, handling, and gripping; may be exposed to infectious diseases carried by students; may require restraining out-of-control students; requires good visual and hearing ability; requires work outdoors in any kind of weather.