

Personnel

Classified

Maintenance Mechanics – HVAC Technician

Objective:

Perform the duties necessary to keep the physical plant of the school district in good repair. To maintain all refrigeration and HVAC systems and related equipment in a condition of operating excellence, cleanliness and safety at all times.

Reports to:

Facilities Engineer

Major Duties and Responsibilities:

1. Work independently with minimum supervision and cooperatively with all school personnel to ensure the maintenance of the school district equipment and buildings.
2. Assist in carrying out the preventive maintenance program of the school district.
3. Ensure that the HVAC systems are in compliance with applicable codes.
4. Assist in the purchase and evaluation of refrigeration and air conditioning equipment, supplies and services.
5. Keep informed of the latest national, state and local codes, developments, and products in the area of refrigeration and HVAC.
6. Demonstrate proper use and care of hand tools and equipment.
7. Ability to install, service, maintain, troubleshoot and repair refrigeration and HVAC systems, circuit breakers, bus ducts, cable and wire, electric heating, refrigeration compressors and controls.
8. Work with district personnel for repairs, emergency repairs, snow removal and other projects assigned by the Facilities Engineer.
9. Strive constantly to promote the safety, health and comfort of the students and employees.
10. Work different shifts occasionally as required.

Qualifications:

1. High school diploma or equivalent.
2. Trade school or four-year apprenticeship, graduate in the HVAC or refrigeration field.
3. Supplementary course work in electricity, blueprint reading, schematics or on the job training experience. To include, but not limited to, knowledge of AC and DC theory, motor controls, regulating devices, electric and pneumatic control systems, refrigeration and air conditioning.
4. Minimum of five years successful experience in the construction or maintenance of building HVAC systems.
5. Possession of universal CFC certification.
6. Possession of a valid Pennsylvania driver's license
7. Knowledge and experience with computers.
8. Such alternatives to the above qualification as the Board of School Directors may find appropriate and acceptable.

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Physical Demands:

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.

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 that 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 lbs. Such as piping and valves. 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 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 indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally 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. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Terms of Employment:

Twelve-month year. Salary and work year to be established by the Board of School Directors. Salary Program.