**Greenwood School District 50   
Position Description**

**POSITION TITLE: HVAC Technician**

Department: Maintenance

Reports To: Director, Maintenance

Prepared by: Date: 12/10/13

Approved by: Date:

**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:**

* Diagnoses and repairs existing heating, ventilation, and air conditioning systems in order to maintain appropriate conditions in all district facilities
* Performs new installations and upgrades of HVAC systems
* Completes regular preventive maintenance of HVAC units and generators
* Utilizes a building automation system to troubleshoot issues and alter control settings
* Repairs refrigeration systems (coolers, freezers, refrigerators, milk boxes, serving lines)
* Repairs kitchen equipment (ovens, steamers, dishwashers, hot boxes, garbage disposals, warmers) and miscellaneous appliances (slicers, mixers, choppers, can openers, etc.)
* Purchases and maintains tools, supplies, and equipment in organized supply rooms (motors, fans, belts, controls, torches, cutters, sheet metal, filters, refrigerants, gaskets, seals, test equipment, vacuum pumps, recovery machines, gauges, etc.)
* Performs installation and repair of other electrical systems and components as needed
* Estimates costs, labor, and materials for projects
* Drives and operates heavy vehicles and equipment as required to make repairs
* Safely operates a variety of power and hand tools
* Maintains assigned vehicle, tools, and equipment in good operating condition
* Participates in meetings, workshops, and training to exchange information
* Prepares written documentation (work orders, invoices, timesheets, etc.) by deadlines
* Responds to emergency situations during and after hours to resolve critical issues
* Performs general maintenance work and other duties as assigned

*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) required. Associate’s degree preferred. Work experience in related field.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

**REASONING ABILITY:**

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver’s license with good driving record and ability to obtain commercial driver’s license. EPA refrigerant certification required.

**OTHER SKILLS and ABILITIES:**

Need to regularly upgrade skills in order to meet changing job conditions. Must have basic computer skills. Must have ability to maintain effective working relationships with students, staff, and the school community. Must be able to work under limited supervision and 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 regularly required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently 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 toolbox. Occasionally, the employee will lift and/or move up to 90 lbs. 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, depth perception, peripheral vision, and the ability to 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 indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, and non-household dust. The employee may occasionally have to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate but occasionally loud.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*