

## JOB DESCRIPTION

### TITLE

HVAC TECHNICIAN

### QUALIFICATIONS

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/ Experience	High school diploma or general education developmental exam (GED) required with five years related experience.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences and volume. Ability to apply concepts of basic algebra.
Certificate/License	Valid Driver License. Certificate from an accredited air conditioning and refrigeration school. Current EPA refrigerant certification if Technician responsibilities include commercial kitchen equipment repairs, refrigeration and service.
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.
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 required to talk and hear, stand and walk; use hands to finger, handle or feel; and reach with hands and arms; stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**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 may be exposed to moving mechanical parts, works in high precarious places, fumes, toxic or caustic chemicals, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually moderate.

**REPORTS TO**              Supervisor of HVAC and Controls

#### **GENERAL RESPONSIBILITIES**

1. Performs functions in the installation, repair and maintenance of all heating, air conditioning, ventilation, refrigeration and environmental control systems.

#### **SPECIFIC RESPONSIBILITIES**

1. Inspect, service and repair air cooled and water cooled chillers up to 600 tons and their associated systems.
2. Installs, services and maintains split AC systems, package units, fan coil units, exhaust fans, air handlers, dehumidification units, VAV boxes, rooftop units, pumps and all other equipment associated with a complete air conditioning and heating system.
3. Repairs and maintains water towers, ice plants, chemical feed systems, water filtrations systems, pumps, to include bearing changes, lubrication, kitchen refrigeration equipment, coolers, walk-in boxes etc.
4. Has experience in electrical wiring as it relates to refrigeration controls and a working knowledge of electronic DDC systems.
5. Maintains detail working knowledge and technical training to proficiently perform installation, repair, and diagnostic phases of air conditioning, refrigeration, heating work, and commercial kitchen equipment repair as needed.
6. Exercises initiative and judgment within the job's scope of duties.
7. Exhibits an ability to be able to follow directions and willingness to conform to new policies and procedures.
8. Accepts responsibility for the purchase of individual hand tools, defined as tools normal to the execution of the above job description such as, but not restricted to, pliers, hammers, wrenches, saws, sockets, nut drivers, utility knives, etc.
9. Assumes responsibility for proper utilization of tools, equipment and vehicles furnished by the school district, to include daily vehicle maintenance and safety checks.

10. Maintains an accurate record of daily work performed by work order and the time required to perform the task. To accurately enter the hours worked and other information, as directed, into the district computer driven work order system on a daily basis.
11. Accesses, inputs and retrieves information and data from a computer.
12. Accepts responsibility for working in a manner safe to himself and those around him.
13. Performs other duties as assigned.

**Addendum:**

Additional Responsibilities based on need may include

1. Performs functions related to the installation, repair and maintenance of all kitchen equipment, this includes freezers, refrigerators, ovens, warmers, ice machines, and griddles.
2. Inspects, services, repairs, and installs miscellaneous commercial kitchen equipment such as freezers, coolers, ice machines, warmers, pass thru coolers, washers, refrigerators, ovens, griddles and all equipment associated with commercial kitchen operation