

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: HVAC/ELECTRIC TECHNICIAN

Position Type: Non-Exempt	Department: Operations
Salary Schedule: Classified Specialized	Reports to: Director of Operations
Salary Range: \$16.01 to \$24.20	Location: District Office
Term of Employment: Operations Calendar	Date: 3/11/15
Shift: Day	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: Perform skilled electrical work in the repair, installation and maintenance of electrical equipment including heating and air conditioning, refrigeration equipment, clocks, bell and fire alarm systems.

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.

ESSENTIAL FUNCTIONS:

- Repair, install, service and maintain electrical systems, including interior and exterior conduit, light and power circuits, motors, control equipment, switches, bell, clock and buzzer systems, alarm systems, power equipment and tools, heating and air conditioning controls and equipment;
- Program automated controls systems, especially related to the Energy Management System;
- Replace switches, receptacles, and fuses. Install and maintain a variety of indoor and outdoor lighting fixtures and units;
- Repair and maintain District telephone equipment;
- Inspect electrical equipment and installations for conformity with safety standards;
- Diagnose electrical failure and plan repairs;
- Maintain and repair all elements of HVAC units, including but not limited to electrical, chemical and mechanical components. Repair or replace defective parts such as controls, thermostats, automatic switches, damper motors, relays, filters, belts and safety valves;
- Install and repair refrigerators and freezers and other kitchen equipment;
- Prepare estimates of time and material required for new installation or repair;
- Maintain assigned vehicle, tools and equipment for the purpose of ensuring availability in a safe operating condition;
- Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns;
- Participate in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform job skills;
- Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair;
- Keep records of time and materials.

KNOWLEDGE/SKILLS/ABILITIES

- Principals of heating, air conditioning and refrigeration units;
- Arizona State Electrical Safety Compliance Codes;
- Standard and acceptable shop procedures; operation, care and repair of tools and equipment Install, repair and maintain electrical equipment and wiring systems;
- Diagnose defects, install, repair, maintain heating, ventilation, refrigeration and air conditioning;
- Read, interpret and work from blue prints, diagrams and specifications;
- Use test equipment and required tools of trade skillfully and safely;
- Interpret and adjust gauges and safety controls on equipment;
- Operate equipment necessary to make repairs and installations;
- Safely operate District machinery and vehicles necessary to perform job;
- Work prolonged periods on roofs and in close quarters;
- Keep accurate records and operate a computer;
- Establish and maintain co-operative relations with others;
- Follow oral and written instructions.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must be knowledgeable and compliant with all district policies and state laws regarding a drug-free workplace;
- Works cooperatively with all personnel and students;
- Familiarity with small hand and power tools;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;

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- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Ability to communicate with and manage students;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines;
- Must have an adequate knowledge of computer software.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona driver's license and be insurable;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED;
- Three year as a journeyman electrician preferred. Any combination equivalent to two (2) years' experience as a journeyman heating and air conditioning mechanic;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Speak, read and write in English and maintain legible handwriting;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates effectively with the immediate supervisor and other district personnel.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to stand for extended periods of time;
- Frequently required to reach with hands and arms to operate vibrating machinery;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Frequently required to squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally;
- Required to use hand strength to grasp tools and climb on to ladders and scaffolding;
- Frequently bends or twists at the neck and trunk more than a verage;
- Frequently engages in heavy labor including the ability to lift and/or move up to 50 pounds;
- Occasionally lifts and/or move up to 100 lbs. such as motors, jackhammers, furniture, lumber;
- The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate but can reach higher levels depending on the job, equipment and environment;
- Routinely working outdoors in possible inclement or extremely hot conditions;
- 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.

EVALUATION: Annual evaluation by the Director of Operations in accordance with Board Policy.

COMMENTS: *This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by _____ Date _____

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