



Littleton Elementary School District Position Description

TITLE: Skilled Maintenance Worker HVAC

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform journey-level tasks in the repair and maintenance of District facilities, including carpentry, plumbing, mechanical, HVAC, alarms, locks and basic electrical work.

PRINCIPAL DUTIES: (essential functions)

- Works independently with limited supervision, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills.
- Reads and interprets work orders; identifies material and equipment needs for each assigned project, and orders supplies.
- Performs repairs, preventive maintenance and component replacement on HVAC equipment and systems.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; notifies supervisors of repair problems beyond the scope of authority.
- Maintains records and logs of services performed and time and material costs, and prepares written reports as required.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by the supervisor.
- Installs, repairs and maintains a wide variety of refrigeration systems and equipment varying between one and sixty tons in size.
- Repairs and Maintains low pressure steam, hot water and forced air heating systems.
- Repairs walk-in boxes, frozen food boxes and electric motors.
- Repairs and maintains fresh air and exhaust systems.
- Reads blue prints and electrical circuit diagrams.
- Tests all types of refrigeration and heating devices.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of local, state and Federal building codes and regulations.
Knowledge at a journeyman level of HVAC.
Knowledge of practices, procedures and equipment used in maintenance of public school properties.
Knowledge of Federal and state safety rules and regulations.
Knowledge of occupational hazards and safety precautions.
Knowledge of mathematical concepts such as probability and statistical inference.
Knowledge in applying concepts such as fractions, percentages, ratios and proportions to practical situations

Skill in working independently to maintain and repair facilities according to District standards.
Skill in using experienced repair and maintenance techniques on HVAC systems.
Skill in operating and maintaining tools and equipment in a safe and effective manner.
Skill in prioritizing multiple tasks, projects and demands.
Skill in maintaining accurate repair and maintenance records.
Skill in following and maintaining safety standards.
Skill in communicating effectively in verbal and written forms, writing reports, business correspondence.
Skill in establishing and maintaining effective relationships with co-workers and others.
Skills in effectively presenting information and respond to questions from administrators, staff and the general public.

PHYSICAL REQUIREMENTS: Heavy physical demands; work is performed indoors and in outdoors environments; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy (70) pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND three (3) year’s HVAC work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License is required; Commercial Driver’s License may be required; specific technical skills certifications in building trades may be required.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____