

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: HVAC Technician

TERMS OF EMPLOYMENT: 12 Months
SALARY: Classified Placement Schedule – Grade 13
FLSA STATUS: Non-exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. High School Diploma/GED required.
2. Must have a Universal Refrigeration Certificate
3. Four years of progressive experience in the installation, maintenance, or repair of air conditioning chillers, air handling, chilled water distribution, and control systems including one year at the journey work level, or an equivalent combination of education and experience.
4. Considerable knowledge of the design and operation of centrifugal and reciprocal compressors.
5. Considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of air conditioning and refrigeration equipment.
6. Knowledge of electricity sufficient to troubleshoot and repair complex electrical control circuits.
7. Working knowledge of refrigeration theory.
8. Ability to diagnose equipment malfunctions and prescribe repair procedures.
9. Ability to train other workers.
10. Possess excellent communication skills and attention to detail
11. Must be able to interpret and follow basic electrical and mechanical schematics
12. Must have a solid ability to utilize the associated tools to accomplish this job
13. Must possess basic tools to meet above qualifications
14. Ability to analyze building heating and air conditioning equipment and recommend modifications to achieve better operation or energy savings.

JOB GOAL: To assist the Facility Director, Facilities Foreman, and Maintenance Personnel in the safe maintenance, operation, and analysis of the more complex construction, modification, or repair problems in building heating, ventilation, and air conditioning equipment or systems.

DUTIES AND RESPONSIBILITIES:

1. Performs necessary maintenance, repair, and operation of building, equipment and grounds.
2. Maintains records of time, materials, and parts required in completing work assignments.
3. Reads, interprets, and searches for data from building documents including, drawings, submittals, O & M manuals, and specifications.
4. Follows detailed instructions for preventive maintenance work orders.
5. Schedules his/her own time to complete scheduled work orders on time.
6. Completes daily work sheets and turns time into the maintenance office secretary each day.
7. Troubleshoots the more complex chiller or control problems, determines parts needed and work procedures, including:
 - A. boiler/chiller operations including associated controls and equipment such as VAV's
 - B. pneumatic and electronic valves and actuators
 - C. pumps and motors
 - D. all the interfacing capabilities that go along with a modern building automation system
8. Serves as working supervisor in the more complex repair work or construction. Analyzes building heating and cooling system, and recommends modifications to achieve better operation or energy efficiency.
9. Researches new equipment or procedures for possible adoption and use.
10. Must be able to lift 50+ pounds and perform general maintenance work.
11. Performs other duties as assigned.

REPORTS TO: Director (Maintenance)

EVALUATION: Performance of this will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

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Employee's Signature: _____ Date: _____