



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Climate Control (HVAC) and Refrigeration Technician Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Sufficient education/training in the installation, operations and repair of heating, ventilation, air conditioning and refrigeration systems
3. HVAC license is preferred
4. Five years of successful HVAC experience preferred; documentation of experience required
5. Working knowledge of electrical, plumbing and sheet metal trades as they relate to installing, repairing/servicing HVAC and refrigeration equipment
6. Working knowledge of high/low voltage electricity and its applications
7. Ability to diagnose/troubleshoot and repair various types of HVAC and refrigeration systems including, but not limited to: water source heat pumps, chillers, boilers, conventional split systems, mini split systems, package units and cooler and freezer units
8. Possess skills to develop interpersonal relationships with administrators, school staffs, and peers
9. Ability to communicate both verbally and in writing
10. Such other qualifications as may be set by the Board of Trustees

SUPERVISES N/A

REPORTS TO Maintenance Supervisor

JOB GOAL

To provide a safe, competent, reliable and efficient service that fosters an environment conducive to learning

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Perform a full range of tasks associated with installation, maintenance, and repair of heating, ventilation, air conditioning and environment control systems
2. Maintain and repair all HVAC equipment
3. Perform preventative maintenance on all HVAC and refrigeration systems
4. Clean units and change filters on a schedule
5. Maintain cleanliness of all areas around HVAC systems, chillers, boilers and air handlers
6. Maintain and repair all refrigerators, ice machines, walk-in coolers and freezers
7. Install, assemble and repair pumps, condensers, motors and other refrigerating equipment
8. Maintain and perform preventative maintenance on chillers and boilers
9. Repair/replace and calibrate HVAC and refrigeration components as needed
10. Perform a variety of facility maintenance tasks throughout the school district
11. Assist in the maintenance and repair of electrical systems, equipment and fixtures
12. Ensure all work, repairs and installations meet or exceed local, state and federal codes
13. Performs other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.