

Job Description #310

Heating Ventilation Air Conditioning and Refrigeration Control Specialist (HVAC-R)

GENERAL SUMMARY

The HVAC-R Control Specialist maintains school buildings in top condition to ensure full and productive use of district facilities. He/she is responsible for maintenance and repair of district facilities heating, cooling and refrigeration equipment. To accomplish these tasks the HVAC-R Control Specialist must work closely with the staff and administration of Central Valley School District.

ESSENTIAL JOB FUNCTIONS

1. Assist in developing and implementing the District Energy Management Plan.
2. Maintain Direct Digital Control and other control systems so as to maximize energy efficiency.
3. Communicate with District personnel concerning goals and means of District energy conservation program.
4. Use all hand and power tools necessary to cut, thread, weld, solder or otherwise connect and install HVAC-R systems.
5. Operate, maintain and repair the District's HVAC-R systems.
6. Prepare, implement and monitor preventative maintenance schedules in areas such as air conditioning, refrigeration and cooling towers.
7. Repair heating, ventilating and air conditioning equipment pertaining to pneumatic, electric and electronic controls.
8. Operate all appropriate equipment and tools pertaining to repairing HVAC-R systems and maintaining them in safe working order.
9. Install valves, controls, traps and components required in the installation or repair of gas, air and heat piping.
10. Install and maintain pumps, heat exchangers, hot water heating systems and boiler piping.
11. Maintain and repair piping, tanks and pressure vessels for fuels (steam, water, air, gas) and draining systems.
12. Install, service, repair and adjust burners, pumps, ejectors, heat exchangers and coils.
13. Service, adjust, calibrate, maintain and operate equipment needed as related to the indoor air quality equipment.
14. Read and interpret plans, blueprints and sketches.
15. Construct, layout or plan piping assemblies.
16. Construct various types of pipe joints for high or low pressure systems including threading, bracing, soldering and welding.
17. Maintain and repair boilers and burners.
18. Perform other duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Director of Maintenance

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertions; required to work on ladders and roofs; required to work with high voltage electricity; requires safety awareness on construction, repair and emergency sites; may be required to return to work during off-hours for emergencies; exposed to high noise levels from machines; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment weighing over forty (40) pounds; required to drive between sites. Required to take precautions to avoid exposure to potentially dangerous conditions and fumes.

QUALIFICATIONS:

1. Must possess excellent communication skills, with the ability to establish and maintain productive working relationships with administration, staff and the public.
2. Must have the ability to plan, organize and accomplish work on schedule.
3. Must be able to interpret and implement administrative directives.
4. Must possess knowledge of and the ability to work with Direct Digital Control and Energy Management Systems.
5. Must hold the Spokane County Gas License and/or Class II City of Spokane Gas License and universal EPA certification.
6. Must have knowledge of and be able to perform heating, ventilation and air condition work as it applies to the automated energy management system.
7. Ability to carry out directions with minimum supervision.
8. Must possess a valid driver's license and acceptable driving record required.
9. Demonstrated ability to relate and work positively and effectively with a diverse group of co-workers and staff in a confidential manner.
10. Asbestos Workers Certification preferred.
11. Must be willing to respond to District needs on an "on call" basis.
12. Must maintain an appearance and conduct suitable for working with students, District staff and the public.
13. First Aid and CPR card preferred or training will be necessary within three months of hire date.

UNIT AFFILIATION

PSE - Maintenance

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 5/85
Revised 12/94
Revised 01/06
Revised 09/07
Revised 03/11
Revised 12/13