

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: HVAC TECHNICIAN

EMPLOYEE CLASSIFICATION: Non-Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Experience in journeyman level heating, air conditioning, and refrigeration systems
- A working knowledge of city, state, and national electric codes; must be able to read and work from blueprints
- Arizona driver's license required/CDL license preferred
- Ability to work independently
- Effective communication skills
- Basic computer skills
- Must be able to work various shifts
- Subject to call outs during evenings, weekends, or holidays

OVERVIEW OF JOB DESCRIPTION: To perform general building maintenance with an emphasis on skilled work in the installation, repair and maintenance of refrigeration, heating, ventilation and air conditioning equipment an systems.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Assist with design, evaluation and bid specification preparations.
3. Designs, installs, and maintains air conditioning units, ventilation equipment, heating equipment, walk-in/reach-in refrigerators and freezers, and coolers.
4. Operates computerized energy management systems.
5. Performs planned maintenance, regular servicing, and repairs to refrigeration equipment of all types, sizes and temperature ranges.
6. Installs and replaces all types of pumps, refrigeration and other equipment according to prints, specifications, diagrams or other instructions.
7. Performs temperature and airflow adjustments on the energy management computer system.
8. Maintains records of repairs or equipment requiring future service.
9. Utilizes a variety of power equipment such as volt/amp meter, combustible gas detector, oxygen/acetylene torch set, and hand tools in the performance of assigned tasks.
10. Operates district vehicle to travel to job sites.
11. Acts as the district liaison with appropriate governmental/contract agencies.
12. Provides support for the Building Maintenance Supervisor in the areas of emergency repair of buildings and facilities such as minor electrical, plumbing, carpentry, etc.
13. Maintains inventory of all maintenance supplies/equipment within area of responsibility.
14. Establishes and maintains good rapport with students, employees, and community.
15. Able to establish and maintain effective and cooperative working relationships.
16. Performs other job relevant duties as assigned.

REPORTS TO: Facilities Maintenance Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.