

**DURANGO SCHOOL DISTRICT 9-R
JOB DESCRIPTION**

Job Title: HVAC Technician
Job Family: Facilities Services
Department: Facilities
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedules
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Perform skills relating to the maintenance, repair, installation, troubleshooting, and preventative/planned maintenance of HVAC, mechanical, plumbing, and electrical plant components, and assist other maintenance workers and contractors as needed. Maintain a safe, comfortable, and secure learning environment for students, staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchangers, air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods.
- Analyze, troubleshoot, install, repair, rebuild, replace and adjust pneumatic, electrical and electropneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations.
- Inspect and verify the operational safety of all heating boilers, roof top units, air handling units and ventilation systems.
- Perform preventive maintenance on various equipment.
- Assist co-workers with projects.
- Order and maintain inventory of heating, ventilating, and air conditioning parts
- Update the computerized energy management system by inputting new equipment and building information.
- Maintain inventory of tools and supplies needed to perform work.
- Attend classes or workshops to keep current certifications or receive training for new certifications.
- Carry out summer work/preventive maintenance schedule on larger projects/systems.
- Represent department management in after-hours emergency “on call” status
- Perform snow removal duties during the day and in response to emergency call-in situations.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent. This position requires a CFC Universal Certificate.

EXPERIENCE: 5 or more years experience in HVAC service and repairs required.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license. CFC Universal Certification. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform math computations needed in trade.
- English language skills.
- Personal computer and keyboarding skills.
- Advanced knowledge of Direct Digital Controls, refrigeration systems and asbestos awareness.

- Ability to communicate, interact, and work effectively in a team environment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of complex maintenance and mechanical systems, HVAC/refrigeration, troubleshooting, pneumatic controls, direct digital controls, computer and logic programming, and other building trades
- Operating knowledge of hand and power tools required by trade.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.
- Operating knowledge of and experience with snow removal equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Facilities

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Work within prescribed budget. Maintain supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			X
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds			X	
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation	X			
Vibration				X

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date