

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility HVAC Technician (W33)	Job Family: 06
Department: Facility Service	Lane Placement: 9
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
ADA Review: <u>[Signature]</u>	Date: <u>7-2-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>7/7/15</u>
Original date: <u>07/95</u> Revised: <u>01/05</u> Revised: <u>05/10</u> Revised: <u>07/15</u>	

GENERAL FUNCTION

Under the supervision of the Director of Maintenance Services, coordinator and facility HVAC technician senior, the **Facility HVAC Technician** performs journey-level duties and responsibilities in the installation, troubleshooting, maintenance and repair of heating, air conditioning and refrigeration equipment and components operating on low and high voltages and pressures according to specifications and codes.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Performs journey-level duties and responsibilities in the installation, troubleshooting, maintenance and repair of heating, air conditioning and refrigeration equipment and components operating on low and high voltages and pressures according to specifications and codes while maximizing energy efficiency. Equipment and components include boilers, chillers, air handlers, cooling towers, ground source heat pumps and systems, pressure vessels, sensors, motors, pumps, fans, controls, etc.
- Operate and program computerized energy management systems for the purpose of setting up systems and troubleshooting system failures.
- Service and maintain electronic and pneumatic control systems, hydronic systems and variable frequency drives (VFDs).
- Fabricate and install sheet metal fittings and duct work as needed.
- Order necessary supplies and equipment as needed.
- Provide support to other facility areas as needed.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a minimum of four years previous work experience with demonstrated competence as a journey-level HVAC technician. Completion of approved formal trade-specific program is highly preferred. Education and experience may be combined.
- Refrigerant Handler’s Certification and Rocky Mountain Gas Certification required within six (6) months of hire.
- Basic computer skills required.
- Requires the ability to read schematics and blueprints.
- Requires a basic knowledge of State and city building codes.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver’s license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, tools and equipment used to diagnose, repair, construct and perform trade related work.

Physical Requirements – Not limited to the following:

- Frequent ladder climbing and constant hearing.
- Occasional lifting floor to waist up to 100 pounds and carrying 78 pounds at waist level. Occasional push/pull of barrels weighing up to 400 pounds.
- Repetitive overhead work (up to 2 hours/day), occasional repetitive bending and kneeling.
- Occasional crawling, gripping and pinching. Occasional walking on uneven surfaces.
- Occasional visual acuity, peripheral vision and depth perception.
- Work will involve some hazard in the possible exposure to electrical shock, frostbite or steam burns. May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.