

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Assistant Foreman – HVAC

Pay Table: Support

Pay Grade: 13

FLSA Status: TBD

Job Code: 721

Reports to: HVAC Foreman

JOB SUMMARY

Under the general supervision of the HVAC foreman, the HVAC assistant foreman repairs and maintains heating, cooling, and hot water systems and orders all parts for the department.

ESSENTIAL JOB FUNCTIONS

- Orders special parts for the HVAC department (e.g. heat exchangers, pump parts, etc.).
- Assigns jobs and supervises shop and employees in the absence of the foreman.
- Repairs and replaces all parts on pneumatic systems and DDC systems.
- Repairs and replaces hot water heaters and piping.
- Repairs and replaces all types of hot water and steam coils.
- Repairs and replaces steam traps and condensate pumps.
- Repairs and/or replaces hot water pumps and sump pumps.
- Services, troubleshoots, and repairs boilers.
- Services, troubleshoots, and repairs air conditioners and air conditioner chillers, and cooling towers.
- Services and repairs motors, tanks, and rooftop ventilation systems.
- Services, troubleshoots, and repairs fan systems.
- Troubleshoots and repairs broken equipment and electrical problems.
- Cleans, replaces, and repairs expansion and hot water storage tanks.
- Services and repairs air compressors.
- Responds to emergency calls 24 hours a day.
- Assists shop members.
- Performs inspections on new and remodeled buildings.

MINIMUM REQUIREMENTS

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

- High School diploma or equivalent.
- Mechanical building inspector license preferred.
- Freon certification required.
- Completion of formal apprenticeship preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and perform basic mathematical functions.
- Knowledge of steam and recovery systems and hot water heating systems.
- Knowledge of boiler controls and automatic temperature controls.
- Knowledge of electricity and electronics.
- Knowledge of pneumatics and DDC.
- Knowledge of cooling water treatment and fluid sealing.
- Knowledge of Energy Code.
- Ability to solder and braze.
- Knowledge of material safety data sheets (MSDS) preferred.
- Knowledge of plumbing and carpentry.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to use office equipment and computers.
- Ability to use small, medium and heavy equipment and machinery.
- Ability to supervise employees using heavy machinery.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position spend part of their time working in an environment where errors on their part can lead to significant physical or mental consequences for themselves or others.

The Davis School District has the right to revise this position description at any time.