

HVAC/PLUMBER FOREMAN



Maintenance and Custodial Services Department

Purpose:

The HVAC/Plumber Foreman helps ensure an attractive, sanitary and safe facility for students, staff and the public by planning, directing and performing advanced level HVAC and plumbing maintenance and repair work.

Reports to: Maintenance Services Supervisor

Nature & Scope:

The HVAC/Plumber Foreman works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures and regulations; however, independent judgment and decision-making is at times required in the application of the trade. The incumbent interfaces with school administrative staff, teachers and non-licensed school staff, colleagues, students and visitors. The incumbent does not have supervisory responsibilities, but does lead and monitor the work of more also junior members of the HVAC and plumbing maintenance staff or other members of the maintenance team or temporary employees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Performs maintenance operations, scheduling, systems analysis and trouble-shooting on district wide controls network.
3. Performs service work on District heating, ventilation and air conditioning systems; refrigeration, pneumatic and electronic controls, heating systems, plumbing, hot water heaters, boilers, and pump repairs.
4. Performs service work on District buildings, grounds and facilities using advanced level skills on plumbing systems and related components such as: domestic, sanitary, storm, gas, heating steam and hot water, and wet and dry fire suppression.
5. Ensures all District HVAC and plumbing systems operate in a safe and sanitary manner and are in compliance with state and local regulations and the uniform plumbing code.
6. Repairs or replaces water lines, sewer lines, laterals, hot water heaters, boilers, thermostats, compressors, supply pumps, drinking fountains, faucets, gaskets, toilets, urinals, valves, control devices and other equipment.

7. Installs, maintains and services all HVAC systems and their components, including heaters, boilers, compressors, condensers, evaporators, circulation pumps, fans, motors, gaskets, valves and temperature control devices.
8. Operates various types of specialized tools and equipment, including soldering and brazing equipment, cutting torches, pipe wrenches, drill presses, pipe threaders, voltmeters and ammeters and various other power and hand tools.
9. Operates equipment common to the plumbing trade, including power drain cleaners, power snakes and various other power and hand tools.
10. Evaluates the condition of various mechanical and electrical systems for defects, fire or other safety hazards and identifies necessary maintenance, repair and/or installation work. Must have strong electrical troubleshooting skills.
11. Plans and performs advanced level heating, ventilation and air conditioning (HVAC) and plumbing maintenance and repair work.
12. Directs and supports the work of plumbing and HVAC maintenance employees, organizes work plans and ensures the quality of work performed, and ensures that all work complies with state and local regulations and conforms to accepted industry practices and established safety standards.
13. Develops training programs in use and care of equipment and tools, and methods and standards related to HVAC and plumbing maintenance and repair, including proper safety standards and practices.
14. Directs work projects, including preparing shop drawings, work plans and cost estimates; applying for building permits; and complying with code requirements and inspections.
15. Inspects building alterations proposed or completed by contractors to ensure compliance with plumbing specifications and safety standards.
16. Reviews mechanical operation and maintenance manuals from new construction and remodeling projects to ensure their accuracy and completeness.
17. Works from blueprints, shop drawings and diagrams. Reads and interprets electrical schematics, plans and specifications in accordance with established procedures.
18. Works on refrigeration systems and other equipment in our District kitchens.
19. Responds to after-hours emergency calls.
20. Provides training to employees in use and care of equipment and tools, and methods and standards related to the trade, including proper safety standards and practices.
21. Diagnoses malfunctions and determines repair needs for District HVAC and plumbing systems.
22. Inspects and repairs water leaks.
23. Removes obstructions from water and sewer lines.
24. Establishes preventive maintenance schedules.
25. Prepares work records, inventory records and reports.
26. Submits requests for supplies, equipment and personnel.
27. Estimates materials and labor required to complete assigned tasks.
28. Maintains inventory of materials, equipment and tools.
29. Keeps records of equipment used and work done.
30. Ensures a safe and accident free work area.
31. Updates technical knowledge and skills on a consistent basis.

32. Participates in training programs for mechanical and electrical systems.
33. Provides back-up support to other positions in case of absence or work overload
34. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
35. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a high school diploma or G.E.D. and have completed of trade school or equivalent training.
2. Must be able to pass a physical exam.
3. Must be able to pass a criminal background check.
4. Must possess a valid Oregon or Washington driver's license.
5. Must have at least two years of Journey level trades experience in commercial HVAC repair industry and possess a Plumber's License or Journeyman's certification for HVAC; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
6. Must possess a State of Oregon limited electrical license (LME, Plant Manufacturing or General Journeyman) or provide proof of experience to allow them to obtain an Oregon electrical license within 90 days of hire.
7. Must possess a Universal CFC Handling certification.
8. Must possess a State of Oregon Brazing certification.
9. Must possess Leadership experience directing and/or redirecting work.
10. Must be able to work from heights and have a good working knowledge of the functionality and safe operation of scaffolding and mechanical lift equipment; such as forklift, scissor lift, boom lift and Genie lift.
11. Must be able to safely and effectively operate power equipment such as drills and saws.
12. Must be able to safely load, transport, and unload lift equipment using a full sized truck and trailer.
13. Must be familiar with standards, methods, materials, equipment and tools used in the HVAC and plumbing trades.
14. Must be able to read, understand and follow multi-step written and verbal instructions in English.
15. Must be able to research products and service techniques on-line and create documents that support field service practices.
16. Must possess computer skills.
17. Must be knowledgeable of building codes and maintenance and repair standards.

18. Must be able to comply with District and State regulations as they relate to District building and safety.
19. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of cleaning products and equipment, and/or other hazardous materials.
20. Must demonstrate the ability to follow a set routine at a pace that meets District standards, and must demonstrate the ability to meet deadlines and schedules.
21. Must demonstrate flexibility to changing working environments.
22. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The HVAC Plumber Foreman works mostly indoors. The work requires regular physical effort and the occasional lifting of moderate to heavy objects as well as the ability to climb various structures and work from heights. The work environment may include work in cramped or confined spaces, moderate noise, warm temperatures and exposure to fumes and vibrations. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

The work environment is often controlled and often quiet, but the work environment will also frequently include moderate to loud noise. Other potential hazards include but are not limited to: electrical shock, hot surfaces (burns), chemicals, dust, toxins, dirt, power/hand-operated equipment and machinery. The incumbent will frequently stand, kneel, climb ladders, bend, stoop and reach in the normal course of their workday and may spend prolonged periods of time bending, stooping, and kneeling.

Significant potential hazards include risk of electrical shock. Other potential exposures and hazards include but are not limited to: heights, hot surfaces, chemicals, fumes, communicable diseases, and power/hand-operated equipment and machinery.

Regular travel to all District sites will be required and occasional statewide travel. The incumbent may be required to work extended hours in case of emergency.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.