

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Maintenance HVAC Assistant

QUALIFICATIONS:

- 1. High School diploma and job-related experience and/or HVAC advanced education.
- 2. Demonstrate a basic knowledge of HVAC systems, electrical and plumbing repair.
- 3. Able to read and understand construction prints and electrical schematics.
- 4. Ability to learn new skills and procedures with minimum instruction.

REPORTS TO: Maintenance Supervisor and Director of Operations

JOB GOAL: Accomplish all assigned duties with expedience for the betterment of the educational setting and facilities.

PERFORMANCE RESPONSIBILITIES:

- 1. Assist maintenance personnel with all general upkeep, remodeling and building renovations.
- 2. Perform preventative maintenance on district equipment ranging from vacuum sweepers to rooftop HVAC units.
- 3. Perform in building repairs, such as minor repair of plumbing fixtures, electrical repair of lights, outlets and other associated equipment.
- 4. Perform periodic preventative maintenance of HVAC systems by changing air filters, V-belts, oiling, greasing and general cleaning of rooftop coils.
- 5. Maintain a high level of professionalism with the public and district personnel.
- 6. Communicate on a regular basis all problems and progress with assigned task.

TERMS OF EMPLOYMENT: Twelve months. Salary established by the School Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03