

Job Title:	Commercial Kitchen Appliance/HVAC Technician	Job Code:	090317
Job Family:	Trades	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	Yes
Typical Work Year:	12 Months	Pay Range:	G23

SUMMARY: Responsible for overseeing maintaining, repairing and replacing commercial kitchen appliances, commercial refrigeration equipment and HVAC equipment.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, inspect, troubleshoot, install, rebuild, adjust, replace and ensure safety of commercial kitchen appliances, commercial refrigeration equipment and HVAC equipment. May include, but not limited to: Walk-ins, steamers, convection ovens, dishwashers, booster heaters, warmers, exhaust hoods, serving lines, ice machines, bearings, motors, heat exchanges, boilers, air conditioner compressors, exhaust systems and chillers. Commission new kitchens and equipment installation.	D	40%
2. Performs major and/or minor repair, as well preventative and corrective maintenance of commercial kitchen appliances, commercial refrigeration and HVAC equipment. Repair and maintain all low voltage, equipment voltage and control voltages. Responsible for coordination and prioritizing repair tasks to respond in a timely manner and provide timely repairs and reduced downtime. Respond to emergencies in building during scheduled hours as well as afterhours, including on call for nutrition services and HVAC emergencies.	D	40%
3. Order, track, record and maintain inventory parts for commercial kitchen appliances, commercial refrigeration equipment and all HVAC equipment. Assist in management of warranties. Communicate equipment stats and repair or replacement costs to appropriate personnel as needed.	D	15%
4. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Courses in kitchen commercial appliance repair and preventative maintenance preferred.
- Certificate or degree from accredited/approved HVAC technical school preferred.
- Minimum of two (2) years of similar or relevant experience required.
- Any equivalent combination of education, training, and experience may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- E.P.A. /C.F.C. Certification required upon hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced troubleshooting and repair of commercial kitchen systems and HVAC/R systems is required.
- Knowledge of equipment used in the district kitchens, i.e. hoods, ice machines, dish machines, gas and electric steamers, ranges, convection ovens, hot cabinets commercial walk-in and reach-in freezers and coolers etc. Advanced knowledge of HVAC/R systems and component level diagnostic skills.
- Ability to demonstrate proper safe use of equipment to staff.
- Knowledge to operate commercial kitchen equipment.
- Read and understand Health Department regulations.
- Ability to prioritize tasks, train and instruct.

- Advanced mechanical skills and ability to read and understand blueprints, schematics, O/M manuals and interpret internal system pressure.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Knowledge of commercial refrigeration required upon hire.
- Knowledge of 460 volt, AC circuit and advanced troubleshooting skills preferred at hire.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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 develop PM programs based on industry and manufacturer standards.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, computerized maintenance software and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of basic hand tools and other specialized commercial kitchen and HVAC system tools.
- Operating knowledge of refrigerant recovery equipment, vacuum pump, gauges, scales electronic leak detectors, preferred.
- Operating knowledge of digital meters, amp probes, digital thermostats and manometer, computerized air quality meters, DDC controls and computer control systems preferred.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	HVAC Lead	1491

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Document purchases made on district credit card for department. Work within prescribed budget.

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 Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell		X		

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

MENTAL FUNCTIONS:	Amount of Time			
	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 Time			
	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	X
Very Loud	