

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** HVAC/R Technician  
**Date Prepared or Last Modified:** December 2022  
**Work Year:** 12 months  
**Department:** Facilities  
**Reports To:** Director of Facilities

**SUMMARY** Perform technical activities related to the repair and maintenance of HVAC, refrigeration, and freezer equipment throughout the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 25% Perform preventive maintenance on heating, ventilation, and air conditioning systems district wide. Inspect equipment to ensure it is operating efficiently.
- D 25% Perform routine HVAC, refrigeration, and freezer repairs and adjustments. Change equipment filters quarterly.
- D 5% Monitor and adjust HVAC/R controls through Building Automation Systems (BAS). . Modify building schedules when requested for schools for after hour activities.
- D 1% Manage/Prioritize workload using work order system. Ensure all Action boxes have been populated with notes, dates, initials and work is completed in a timely basis.
- D 20% Perform repairs and adjustments on kitchen equipment.
- W 2% Trouble-shoot electrical systems on HVAC equipment.
- W 2% Maintain boiler vessels and gas train systems.
- W 1% Assist other trades as needed.
- M 5% Work with contractors and review contract specifications.
- M 1% Test and treat for water quality in closed loop systems.
- M 5% Perform emergency HVAC, refrigeration, and freezer repairs and adjustments.
- M 1% Read and interpret sketches, diagrams, and construction drawings.
- M 5% Respond to emergency situations when necessary when called due to on-call rotation.
- A 1% Perform snow removal as needed.
- Ongoing 1% Perform other duties as assigned, for example, after hours' emergencies.

*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.*

**EDUCATION AND TRAINING:** High school diploma or equivalent, plus courses in refrigeration and heating trade school, equivalent to up to two years of college.

**EXPERIENCE:** Three years of experience in HVAC and refrigeration maintenance and repair.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math, writing, communication, and analytical skills. Problem solving abilities. Working knowledge of applicable regulatory requirements and trade standards. Working knowledge of electrical and plumbing trades. Operating knowledge of and experience with building automation software. Operating knowledge of pneumatic and refrigeration test equipment required within 12 months after hire. Operating knowledge of and experience with personal computers and typical office equipment.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license and Universal Refrigeration Certification required at hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no managerial responsibilities. Acts as a resource for others throughout the district in regard to HVAC maintenance, repairs, and emergencies.

**JUDGMENT AND DECISION MAKING:** Work is assigned by Director of Facilities, work orders, and preventive maintenance schedule. This position requires application of technical knowledge to evaluate, analyze, repair, or replace HVAC systems and/or equipment; prioritize repairs; and determine impact decisions have on building occupants. Work is guided by district policies, trade standards, and federal regulations. Decision making requires collaboration with Director of Facilities and other HVAC Technicians. Director of Facilities is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require cross training in electrical and plumbing trades, HVAC standards and codes, federal regulations related to HVAC, and controls.

**SAFETY TO SELF AND OTHERS** Medium exposure to heat burns due to contact with hot piping and water leaks, to fractured bones due to falling from ladders, to hernia due to lifting heavy equipment, to loss of sight due to power tools, to disfigurement due to hot materials, and to fatality due to falling from ladders. Low exposure to self to bruises and cuts due to equipment and materials and to repetitive motion due to frequent use of hand tools. Also, duties of this job may impact the safety of others if precautions are not taken when working where others are present and if work is done poorly and does not meet required specifications or codes for safety.

*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 DEMANDS** While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** Frequently required to communicate, coordinate, use interpersonal skills, and negotiate. Occasionally required to compare, analyze, copy, compute, evaluate, compile.