

HVAC TECHNICIAN APPRENTICE

Classification: Maintenance

Location: Facility Operations

Reports to: Maintenance Supervisor/Facilities Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for constructing, installing, modifying, repairing and maintaining heating, ventilation, air conditioning, and kitchen/sports refrigeration equipment and environmental control systems. Incumbent participates in reviewing heating and cooling requirements and making recommendations to achieve optimum system effectiveness and efficiency.

Part II: Supervision and Controls over the Work:

Work is performed under the general supervision of the maintenance supervisor who assigns responsibilities and sets priorities. Employee is expected to perform with a high degree of independence to include planning the work for efficiency and for avoiding unnecessary disruption of the education learning environment. HVAC trades work is performed independently and in conformance with local city, county, and state codes and standards of the profession. Completed work is evaluated for timeliness, completeness, code compliance, safety, and established priorities.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Analyzes HVAC system requirements, conducts research on new equipment and procedures, and recommends new systems or modifications.
2. Prepares estimates of labor, time and cost of proposed projects.
3. Interprets equipment diagrams and schematics, and blueprints.

4. Utilizes diagnostic equipment to assess malfunctions and determine needed repairs.
5. Plans work based on appropriate sequence and procedure.
6. Coordinates and schedules work with contractors and/or sites, working with administrators and vendors to ensure efficiency and positive working relationships.
7. Uses effective communications skills (written, verbal, body language) to work positively with contractors, vendors, and District staff, to maintain all systems.
8. Schedules, maintains, and makes necessary ongoing adjustments to the Direct Digital Control (DDC) programmable system to ensure buildings are safe, comfortable, and in efficient working order.
9. Processes work orders within the maintenance management system.
10. Determines required supplies and materials and takes action to assure the availability of such materials at the time needed.
11. Installs, maintains, alters, and repairs large reciprocal, absorption, and centrifugal compressors, coolers, icemakers, and complex chillers or control equipment.
12. Installs, wires, and programs controls and other related electrical equipment.
13. May supervise or direct helpers and other staff in performing the above work.
14. Performs maintenance and report work on District kitchen equipment and plumbing systems.

Performs other duties as assigned. Provides back-up support to other positions in case of absence or work overload.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Ability to enroll in trade school with apprenticeship in HVAC/Electrical, to achieve and maintain appropriate trade license valid in the state, such as Licensed Maintenance Electrician (LME), Limited Energy Technician - Class B (LEB), or Journeyman.
- Minimum of two years of experience in the trade.

- Ability to utilize office technology to document assigned work, control inventories, initiate service orders to include spreadsheet, word processing documents, and maintenance management systems.
- Position may require obtaining a Universal Refrigeration License.
- Ability to communicate effectively and maintain good working relations with all District staff, vendors, contractors, and public entities.
- Ability to work effectively in a school environment with priority emphasis on safety and minimal disruption of the educational instruction program.
- Demonstrated ability to take initiative and work with minimal direction; sound judgment and decision making capabilities are essential.
- Knowledge of state and local codes related to assigned trade/craft.
- Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.
- Ability to operate power equipment and maintain lift certification.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Trained in First Aid/CPR and defibrillator training.
- Universal Refrigeration License
- Experience within a Direct Digital Control (DDC) system.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment or servicing HVAC equipment. Employee may be exposed to outside

weather conditions especially in emergency repair situations.

- The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to use properly use and updates knowledge of safety equipment and processes as is appropriate to prevent injury to self or others.