



GENERAL INFORMATION

TITLE..... Specialized Maintenance/HVAC
DEPARTMENT..... Finance & Operations
LICENSURE N/A
ENDORSEMENT..... N/A
CLASSIFICATION Classified
FLSA STATUS..... Non-Exempt
REPORTS TO Director of Buildings & Grounds
SUPERVISORY RESPONSIBILITIES..... N/A
PRIOR EXPERIENCE Maintenance, troubleshooting and correcting HVAC systems, facility management
EVALUATION Evaluated by the Director of Buildings & Grounds using the agreed upon evaluation tool.
The evaluation cycle will be one school year or more frequently if “needs improvement” or “unsatisfactory” rating is earned.

JOB GOALS

To regularly and directly assist the Director of Buildings & Grounds and the Supervisor of Buildings & Grounds in maintaining and repairing commercial heating, ventilation and cooling units as defined by the Board of Education’s policies and procedures and the Illinois State Code.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Maintains and repairs commercial HVAC and boiler systems and diagnosis of various electronic/mechanical components of these systems to maintain the comfort of occupants and promote efficient energy use
- Programs, maintains and troubleshoots building automation systems, digital controls, variable air systems and emergency generators
- Install, modify, troubleshoot, test and repair all district heating, ventilating and air-conditioning equipment and energy management control systems.
 - Safely shuts down and starts up HVAC and boiler equipment
 - Leads the removal and replacement of cooling towers of varying sizes as needed
 - Prepares detailed written records pertaining to work activities
 - Verifies all water/steam chemistry deficiencies
 - Installs, repairs, and adjusts tower and boiler automatic and manual feed systems
 - Executes inspection of chiller, condensing tubes and vessels and corrects any malfunctions of chillers, boilers, and cooling towers
 - Executes piping system inspections and repairs valves, air bleeds, pumps, seals, gaskets, and other components
 - Executes tube bundle inspections and makes corrections as needed, removing condenser heads by using appropriate methods and tools
 - Executes inspections of pumps and motors of varying horsepower and preventive maintenance or repair as needed
 - Changes belts on towers, air handlers, and compressors
 - Performs water treatment on closed chilled and hot water systems and boilers
 - Tests operation of low pressure steam boilers and performs water treatment
 - Layout, fabricate and install mechanical, pneumatic, electrical and electronic temperature controls for heating and ventilating systems and components
 - Inspect air-conditioning and refrigeration units for evidence of refrigerant leaks or mechanical damage
 - Creates effective preventative maintenance schedules and trains other Department staff in its execution
 - Performs water treatment maintenance of District cooling towers and chilled water, hot water or steam boiler systems, using appropriate chemicals, tools and methods
- Maintain, operate and repair electrical, mechanical and structural systems for all district facilities
- Performs duties using plumbing tools and electrical testing devices

- Travel to job sites in the District's service area and available to work night or weekends to service emergency needs
- Maintains proper inventory, parts, tools and safety equipment
- Schedules school contractors and maintains a work order system
- Recommends and coordinates the purchase of equipment and supplies and establishes specifications pertaining to supplies, materials, equipment and construction
- Proactively examines school buildings and their mechanical systems on a regular bases for needed repairs including plumbing and electrical, while maintaining a high standard of safety, cleanliness and efficiency
- Works with Department personnel to maintain school vehicles, building maintenance and cleaning equipment
- Performs all snow removal in accordance with procedures outlined in the School and Park Districts Intergovernmental Agreement
- Assists in ensuring 24 hour information sharing regarding unusual conditions or security breeches
- Supports energy efficiency with technology and building systems and collaborates with staff towards Green Ribbon certification
- Assists the Director and Supervisor in training and coordinating department personnel and summer maintenance staff
- Strives consistently to promote the safety, health and comfort of all district students and employees
- Moves furniture and equipment within buildings or within the District as required for various activities as directed by the Director of Buildings & Grounds
- Maintains a state-issued Driver's License

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of Board policy, best practices in facility management operations and HVAC systems; technology usage; and sound skills specific to social interactions.

Ability

The employee shall engage in collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective reports; read a variety of materials; learn new methods through ongoing professional development; ability to work cooperatively and effectively with other administrators, certified and non-certified personnel, parents, and community members; be of good moral character and possessing temperate, ethical and industrious habits.

Education/Preparation

The employee shall possess the minimum of a high school diploma; an EPA Refrigerant Certification; experience in facility management and public school system is recommended; vocational experience, HVAC systems experience, work order systems, spreadsheets and database programs.

Reasoning

The employee must have the ability to solve practical problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials and tools. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. 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 the ability to adjust focus. The employee will occasionally climb ladders over 30', work at elevations over 30' and work in confined spaces.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software including web browsers, word processing, spreadsheet, and HVAC, work order and facility management database systems. While performing the duties of this job, the employee occasionally works in a classroom setting with children, occasionally works in outdoor weather conditions, and is subject to noises associated with both mechanical and educational environments.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- October 24, 2016