

SCHOOL DISTRICT OF DESOTO COUNTY

MAINTENANCE SPECIALIST / HVAC

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida Driver's License
- (3) Three (3) years of successful maintenance experience and/or preferably supplemented by vocational training in heating and HVAC, electrical, refrigeration, kitchen equipment repair and associated trades and some experience in same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Maintenance of a universal CFC certification that is required by the EPA.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in many areas of maintenance, *e.g.*, HVAC, plumbing, carpentry, and concrete. An employee in this class constructs, modifies, or repairs heating, ventilation and air conditioning equipment, refrigeration units and environmental control systems. This employee will serve as a service technician for our School Food Service Program and will assist other maintenance staff as directed. This employee may serve as the technical expert in one or more areas of the refrigeration, heating, ventilation, and air conditioning fields. Employees at this level review the heating and cooling requirements and make recommendations to achieve optimum system effectiveness and efficiency. The employee is expected to resolve most problems. Errors may or may not be quickly revealed, and they may result in inefficient and potentially dangerous situations. Knowledge of and ability to operate tools and equipment related to the position. Ability to interact with other trades and assist them. Knowledge of safety codes and state laws concerning maintenance requirements. Knowledge of occupational hazards and safety precautions. Ability to maintain records. Ability to read, speak and write the English language. Ability to work on the ladder.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To assist in maintaining the physical facilities and grounds of the district in a safe and healthy manner for all students and staff.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- Perform tasks specific to an identified trade, *e.g.*, HVAC, plumbing, electrical, carpentry.
- Repair, install and maintain all kitchen equipment as assigned.
- Overhauls large reciprocal, absorption, and centrifugal compressors.
- Troubleshoots and repairs complex chiller or control problems, determines parts needed and work procedures.
- Analyzes HVAC System requirements recommending new systems or modifications.
- Repairs, installs, and maintains refrigeration units for cafeterias.

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- Researches new equipment or procedures for possible adoption and use.
- Read blueprints and diagrams.
- Sets heating, air conditioning, ventilation, and environmental control equipment into place.
- Wires controls and other related electrical equipment.
- Assist other trades within school maintenance.
- Perform a variety of maintenance tasks.
- Safely and effectively operate large vehicles, *e.g.*, trucks and tractors.
- Order parts and supplies as needed.
- Sign completed work orders.
- Perform regularly scheduled ground maintenance for schools, if assigned.
- Demonstrate initiative in the performance of assigned responsibilities.
- Performs other related work as required.

Employee Qualities/Responsibilities

- Meet and deal effectively with the staff members, administrators and other contact people using tact and good judgment.
- Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high ethical standards.
- Maintain expertise in assigned area to fulfill position goals and objectives.
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- Interface with other trades, staff and administrators.
- Exercise service orientation when working with others.
- Keep supervisor informed of potential problems or unusual events.
- Use effective, positive interpersonal communication skills.
- Respond to inquiries and concerns in a timely manner.

System Support

- Exhibit interpersonal skills to work as an effective team member.
- Follow federal and state laws as well as School Board policies, rules, and regulations.
- Demonstrate support for the school district and its goals and priorities.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- Participate in cross-training activities as required.
- Work extra hours or a flexible schedule if needed.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. Must be physically able to operate a variety of equipment and machinery including electrical tools, boilers, chillers, cooling towers, refrigeration units, pumps, welders, pipe threaders, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup. Requires the ability to climb and maneuver on ladders, scaffolding,

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and/or in tight spaces. Requires the ability to read service requests, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare billing statements, activity logs and reports according to prescribed formats. Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

COMPENSATION:

Compensation for this position is Pay Lane **E07 (12 months), D10 (11 months)**

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.