



*For our children, our community, our world, our future*

Cheney Public Schools  
 12414 S Andrus Road  
 Cheney, WA 99004  
 (509) 559-4599

<b>CLASSIFICATION:</b>	Maintenance	<b>LOCATION:</b>	Maintenance
<b>REPORTING RELATIONSHIPS:</b>	Position is supervised and evaluated by the department director.	<b>COMPENSATION:</b>	Placement on the PSEC Salary Schedule
<b>REPRESENTATION:</b>	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

**POSITION:** Journeyman Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Technician

**GENERAL DESCRIPTION**

Responsible for installation, repair and/or maintenance of heating, ventilation, air conditioning, and refrigeration equipment systems, including diagnostic testing, repair, and maintenance of HVAC, refrigeration, heating and cooling closed loop systems and steam distribution systems. Install, monitor, repair and adjust direct digital control (DDC) and pneumatic control systems. Maintain heating and cooling schedules in central management programs.

**ESSENTIAL FUNCTIONS**

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Responsible for installation, maintenance, troubleshooting and repair of various types of HVAC-R Systems including two and four pipe fan coil systems, package rooftop and split systems, both gas and electric.
- Service and repair hot, and chilled water distribution systems.
- Inspect, maintain, and repair all related plumbing, heating, refrigeration.
- Service and repair of various appliances for the Nutrition Services program, including low and medium temperature refrigeration units, both water and air cooled, milk coolers, steamers, and ovens.
- Installation, service and repair of control systems including DDC, and electric for various types of HVAC systems, including boilers, chillers, fan coil, and air handling equipment.
- Maintain gas and electric fired boilers and water heaters; disassemble and reassemble boilers and other pressure vessels for inspection. Post inspection certificates as required.
- Provide and maintain water treatment program for closed loop systems, ensuring proper water chemistry for protection of heating/cooling equipment.
- Operate and maintain tools required for the job, including but not limited to, electrical meters, air flow hoods, refrigerant scales and gauges, refrigerant recovery units, welding equipment, drill presses, grinders, band saws, hand drills, testing equipment, etc.
- Maintain tools, vehicle, and other maintenance equipment in good repair.
- Maintain a material and parts inventory conducive to an efficient department.
- Assist supervisor in development of energy efficiency within the district.
- Advise, aide, and instruct custodial staff on routine filter maintenance and replacement.
- Maintain setback controls in proper working condition.
- Provide for the safety and comfort of students and staff.
- Maintain Refrigerant Management Program records; store or dispose of excess materials as per Environmental Protection Agency rules.
- Use industrial chemicals, solvents, and cleaners in a safe and effective manner.
- Install and maintain signage necessary for safety.
- Estimate time and materials for projects, obtain permits, submit drawings and plans for L&I approval, assist and monitor inspections as required.
- Attend required training courses to maintain licensing and current industry knowledge.
- Direct and instruct temporary help as assigned.
- Provide for the safety of students and staff.
- Responsible for routine maintenance and cleaning of hand and portable power tools used in performing job duties.
- Remain on-call for snow removal during winter months and responds to emergencies as directed by supervisor.
- Perform other duties as assigned/required.

Each of the positions in the Maintenance and Operations Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

## **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Standard practices, methods, procedures, materials, tools and equipment used in mechanical trades and HVAC-R work; principles of operation of HVAC-R systems; OSHA/WISHA work safety practices; occupational hazards of HVAC-R trade; refrigerant management and disposal; computer management programs; procurement procedures; hazardous materials handling; lock out/tag out procedures; adhesives, fasteners and welding/soldering agents and components.

**Ability to:** Work independently; read, interpret and update blueprints; operate DDC scheduling and control systems; estimate time and materials; use arc and gas welding equipment; instruct helpers; use all types of hand and power tools; maintain accurate schedules and records; ability to erect and use scaffolding; work at heights to 40 feet; operate snowplow in a safe and efficient manner; respond to emergencies as needed. Obtain a license to and successfully operate forklift, tractors, snowplows, pneumatic compressors and associated tools; operate necessary power tools; use efficiently all hand and portable hand power tools of the trade; read, understand, and follow directions, specifications and other related documents as written by manufacturers; ability to estimate project cost and materials; work safely; operate computer and phone for basic tasks (email, internet, documents); ability to prioritize work and project management in order to meet required deadlines; direct and instruct others as assigned; work alone or in a team setting; maintain good rapport with students, staff, and the public; participate as an effective, contributing member of the District's maintenance team.

## **MENTAL DEMANDS**

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

## **PHYSICAL DEMANDS**

- Ability to repeatedly lift up to 75 pounds
- Physically able to perform heavy work on a daily basis
- Ability to work at heights to 40 feet
- Perform physical labor in confined spaces for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 20% sitting, 40% walking, and 40% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

## **REQUIRED QUALIFICATIONS**

- Must hold current Washington State Department of Labor and Industries certification Journeyman refrigeration or HVAC mechanic as attested by:
  - Completion of recognized apprenticeship in refrigeration or steamfitters, or
  - Verified minimum of five years experience in the refrigeration or steamfitters trades or a combination of vocational training (up to two years) and applicable work experience equal to five years, or
  - Completion of a recognized apprenticeship program for heating, ventilation and air conditioning
- Must have HVAC/R 06A or 06B electrical license
- Must have CEPA Section 608 Certification Type 1-2
- Must have gas heating mechanic I/II license
- Must have a high school diploma or equivalent and related work experience
- Must have and maintain a valid Washington State Drivers License
- Must have or be able to obtain a Fork-lift Operators License
- Building Operator Certification preferred

## **TERMS OF EMPLOYMENT**

- Maintenance Classification on Public School Employees of Cheney Salary Schedule

- Year-round position: 260 days; 8 hours per day

#### **CLEARANCES**

WSP/FBI criminal history background clearance

#### **EVALUATION**

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

#### **CONTINUING EDUCATION/TRAINING**

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

#### **HISTORY**

Job description and format updated: December 2022

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER