

HVAC Technician

DEPARTMENT:	Buildings & Grounds	REPORTS TO:	Service Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-Exempt

Position Description

Work independently and in collaboration with other skilled trades to install, monitor, and maintain energy management systems. Maintain and repair heating and cooling systems, ventilation, fire suppression and kitchen equipment as assigned by Service Manager. Provide training and guidance to HVAC and district staff. Consult with architects, contractors, and staff in designing and implementing improvements and additions to district mechanical systems to provide a safe, effective, and efficient environment for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
HVAC System Installation & Maintenance	<ul style="list-style-type: none"> Diagnoses problems to identify HVAC repair and replacement needs. Monitor, install, clean, and repair HVAC systems. Perform routine and preventive maintenance on HVAC systems. Maintain, operate, repair, and assist the installation of building automation systems. Make routine adjustments as needed. Conduct biannual trial runs to ensure safe, energy efficient systems are in place. Monitor, troubleshoot, and repair energy management systems. Observe temperatures and pressures. Adhere to safety rules and the use of appropriate protective equipment to ensure safety of yourself and coworkers 	50%
Technical Support	<ul style="list-style-type: none"> Explain and train district administrators, teaching staff, and support staff in the operation of new and existing mechanical systems and equipment. Provide technical advice and expertise to the District's service managers, Director of Food Service, Director of Custodial Service, and network technicians with mechanical work in their areas of authority. Provide hands-on training to co-workers who do not yet possess all the skill and knowledge they need to reach proficiency in their job areas. Oversee the technical aspects of on-going jobs in the maintenance department which fall under their areas of expertise, when needed. 	20%

Task Title	Essential Job Functions	Percent of Time Spent
System Design & Support	<ul style="list-style-type: none"> ● Design heating and cooling systems as required to provide efficient heating, ventilation, and cooling for the buildings. ● Plan, assemble and install energy management systems; consult with District architects, contractors, and staff in designing proposed improvements and additions to district mechanical systems. ● Review, evaluate and make recommendations to the director of buildings and grounds and district service managers concerning the technical aspects of operation of new mechanical systems and equipment installed through district construction programs. ● Make recommendations to district service managers regarding budgetary and equipment replacement plans pertaining to district mechanical systems. 	15%
Equipment Maintenance	<ul style="list-style-type: none"> ● Maintain commercial kitchen equipment such as convection ovens, freezers, refrigerators, and steam kettles. ● Perform maintenance cleaning on evaporator and condenser coils and fans. Inspect pilot lights. Test cut-out switches to ensure safe and reliable food preparation equipment for cafeterias. ● Maintain, repair, install, remove, clean, and oil other miscellaneous equipment. ● Assist with yearly pool draining. ● Assist with pool filter medial cleaning and pool surface cleaning. 	10%
Material Management	<ul style="list-style-type: none"> ● Maintain inventory of parts and supplies. Order and pick up replacement parts and supplies ● Operate and drive trucks, lifts and other vehicles assigned to the department. 	10%
Other	<ul style="list-style-type: none"> ● Other duties as assigned. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None.
- **Budget Signing Authority:** \$500
- **Decision-making Authority:** Decisions impact a functional area or department.

Qualifications Required

- **Education:** Two-year college or technical degree in HVAC repair from an accredited institution.
- **Licensure:** HVAC certification
- **Certificates, Certifications, or Other Training:** Chiller operations certification, Refrigerant handling, and recovery certification
- **Previous Work-Related Experience:** 4-6 years required.
- Valid Driver's License required to travel between job sites.
- Ability to exert 50-100 pounds of force

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT: Electronic equipment, computer hardware and software, including applications and programming.
- **Intermediate:**
 - Food Production: techniques and equipment for preparing food, including storage/handling techniques.
 - Machines/tools: Machines and tools, including their uses, repair, and maintenance.
- **Advanced:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/Government: Local, state, and national laws and government regulations including building codes and KSD Board of Education policy.
- **Expert:**
 - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or other repair of buildings or other structures.
 - Customer and Personal Service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Writing, Active Learning, Active Listening, Critical Thinking, Time Management, Judgement/Decision-Making, Equipment Maintenance, Operation Monitoring, Operations Analysis, Repairing, Troubleshooting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Management of Personnel Resources, Complex Problem Solving, Coordination, Service Orientation, Social Perceptiveness, Installation, Quality Control Analysis, Operation and Control, Systems Analysis, Systems Evaluation, Equipment Selection, Management of Material Resources,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Negotiation, Persuasion, Learning Strategies, Monitoring, Instructing, Management of Financial Resources
- **Rarely (Less than 1 hour or 12% of the day):** Science, Technology Design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Standing, Reaching, Repetitive Motion, Hearing

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
Crouching/Kneeling, Walking, Carrying/Lifting, Finger Dexterity, Balancing, Multi-limb Coordination, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Climbing, Pulling/Pushing,
- **Rarely (Less than 1 hour or 12% of the day):** Sitting

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Working Environment

- *High risk and discomfort level:* The work environment involves high risks with exposure to potentially dangerous situations or hazardous environmental conditions that require special safety precautions, e.g., working at great heights, working in extreme temperatures, exposure to fumes or toxic substances, or risk of a possible physical attack. Employees may be required to wear specialized protective clothing or gear, such as breathing apparatus or a safety harness. Works in elevated and confined spaces. Works with high voltage.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024