

Job Title: HVAC Technician

Job Summary: The HVAC Technician is responsible for installing, maintaining, troubleshooting, and repairing heating, ventilation, air conditioning, and refrigeration systems across the school district. This position ensures all building systems operate efficiently and comply with safety and building codes. The HVAC Technician works closely with the Director of Facilities and other staff to maintain a safe and comfortable environment for students, staff, and visitors. Additionally, the technician may assist in general maintenance tasks and respond to emergency repair needs.

Qualifications/Minimum Requirements:

1. High school diploma or equivalent.
2. Completion of an accredited HVAC technical training program.
3. CFC certification (Universal type) is required.
4. Minimum of 3-5 years of experience in HVAC system installation, maintenance, and repair.
5. Strong understanding of HVAC systems, including boilers, chillers, heat pumps, rooftop units, and control systems.
6. Familiarity with electrical, plumbing, and building automation systems.
7. Ability to read and interpret blueprints, schematics, and technical manuals.
8. Knowledge of building codes, safety protocols, and energy efficiency practices.
9. Basic computer skills for work order management and reporting.
10. Valid IL driver's license and ability to travel between district buildings.
11. Ability to lift heavy equipment, stand, and work in various environments for extended periods.

Reports to: Director of Facilities

Responsibilities:

- Install, troubleshoot, maintain, and repair heating, ventilation, air conditioning, and refrigeration systems throughout the school district.
- Perform regular inspections and preventive maintenance to ensure efficient operation of HVAC systems, including changing filters, cleaning coils, and lubricating parts.
- Diagnose mechanical and electrical issues in HVAC systems and perform necessary repairs in a timely manner.
- Respond promptly to emergency calls related to HVAC failures or building comfort issues.
- Ensure compliance with all local, state, and federal building codes and safety regulations during installations and repairs.

- Collaborate with the Director of Facilities and other maintenance staff to coordinate and complete work orders.
- Use diagnostic tools, meters, and gauges to assess equipment performance and identify potential issues.
- Maintain accurate records of work performed, materials used, and maintenance schedules.
- Assist with energy management initiatives, making recommendations to improve system efficiency and reduce energy costs.
- Operate, maintain, and repair HVAC-related equipment such as boilers, chillers, cooling towers, and heat exchangers.
- Provide support for other building systems, including plumbing, electrical, and mechanical, as needed.
- Assist with general maintenance tasks, such as repairing minor building issues or supervising contractors during HVAC-related projects.
- Attend training and stay updated on advances in HVAC technology and industry best practices.
- Follow all safety procedures and use appropriate personal protective equipment (PPE) during work.
- Operate district motor vehicles to transport materials between locations; perform repairs on equipment, fixtures, and buildings; handle HVAC/equipment repairs and retrieve materials from storage areas.
- Perform other duties as assigned by the Director of Facilities.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.