

Position: HVAC Assistant/Grounds/Maintenance

Job Summary: The HVAC Assistant Groundskeeper is responsible for supporting the installation, troubleshooting, and repair of complex building systems, including heating, ventilation, air conditioning, refrigeration, electrical, plumbing, and carpentry. This role involves performing preventive maintenance tasks such as cleaning, adjusting, repairing, and lubricating equipment to ensure optimal functionality. In addition to HVAC duties, the Assistant grounds/maintenance worker maintains buildings, grounds, and athletic fields as directed and safely removes snow and ice to ensure a safe environment for students, staff, and visitors.

Qualifications/Minimum Requirements:

- High school diploma or equivalent.
- Completion of Technical School training and possession of CFC certification (Universal type).
- Ability to interpret and follow written, oral, or diagrammatic instructions, using practical problem-solving skills in situations.
- Proficiency in applying basic shop math to perform tasks effectively.
- Strong reading, writing, and communication skills.
- Ability to pass a physical examination, demonstrating fitness for the role and physical demands.
- In-depth knowledge of building systems, including HVAC, plumbing, electrical, and carpentry.
- Familiarity with computer systems and technology to support job-related tasks and equipment.
- Ability to exert up to 100 pounds of force occasionally, 25 to 50 pounds frequently, and 10 to 20 pounds constantly, demonstrating physical strength and stamina required for the role.
- A valid Illinois Driver's License is necessary.

Reports to: Director of Facilities and HVAC Technician

Responsibilities:

- Clean, inspect, and maintain building systems for optimal functionality and safety.
- Work from ladders, scaffolds, lifts, and other elevated platforms to perform maintenance and repairs.
- Read and interpret wiring diagrams, code books, schedules, service manuals, and related technical documents to complete tasks accurately.
- Perform all work in compliance with local and national building codes and safety standards.
- Utilize hand and power tools correctly and efficiently to complete various maintenance tasks.
- Maintain a clean and safe working environment by following all safety protocols and procedures.
- Complete required paperwork and maintenance logs accurately and in a timely manner.
- Stay current on safety practices, procedures, and technology advances in the field.

- Occasionally perform work in other trades (electrical, plumbing, carpentry, etc.) as needed.
- Operate and maintain lawn care equipment, ensuring grounds are adequately maintained.
- Assist the Director of Facilities with miscellaneous tasks and assignments as directed by supervisors.
- Read and interpret standard maintenance drawings and diagrams; follow written and computer-based instructions for using and maintaining tools and equipment.
- Operate district motor vehicles to transport materials between locations; perform repairs on equipment, fixtures, and buildings; handle mechanical repairs and retrieve materials from storage areas.
- Prepare and submit written reports of maintenance activities for record-keeping and compliance purposes.
- Communicate effectively with mechanics, employees, citizens, suppliers, and others to discuss repair procedures and ensure smooth operations.
- Troubleshoot and repair building systems, structural elements, and equipment using visual inspection and diagnostic tools.

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.