

CLASSIFIED JOB DESCRIPTION

FILTER TECHNICIAN

JOB SUMMARY:

Under the direction of the Safety/Environmental Manager, maintains proper records, compiles and orders filters through vendors, performs filter changes following District schedules; and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Maintains accurate records of filter changes
- Inventories, orders, and monitors filter usage and identifies possible health concerns
- Demonstrates safe working practices such as lockout, tag-out electrical program, safe usage of ladders, etc.
- Develops filter changing schedules and provides service to school sites with minimal disruption
- Establishes and maintains effective working relationships with management, administrators, teachers, and co-workers
- Other duties as assigned

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of basic knowledge of HVAC systems.
- Ability to follow oral and written directions; mechanical ability; physical strength and agility; able to lift over 50 pounds; ability to drive a light truck and other mechanized equipment; communicate and interact effectively and professionally under pressure.
- Knowledge of the practices, tools, equipment, and material used in HVAC systems.
- High school diploma or GED required.
- May be required to work weekends; must be willing to carry a pager on weekends and respond to emergency calls from the schools.
- Must possess a valid California driver's license. Must have a good driving record and maintain insurability under the District's insurance program.
- Will be required to complete asbestos and lead training and perform asbestos and lead removal, and must be familiar with federal EPA (Environmental Protection Agency) requirements and regulations.

TITLE

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Classified Salary Schedule: Range 25

BOARD APPROVED: 04/24/01

REVISION DATES: 07/01/04

12/10/14

12/10/14

10/14/20

07/17/23

08/09/2023