SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: HVAC/PLUMBING – TECH I

QUALIFICATIONS:

1. Possess a high school diploma and any state license that may be required: Type D, P or S licenses desirable.
2. Show evidence of technical training experience in the field, possessing good working knowledge of HVAC/plumbing principles.
3. Possess thorough knowledge and ability in the use of hand and power tools, computer, energy management systems, and diagnostic equipment related to the field.
4. Establish and maintain effective working relationships with supervisors, principals, and staff.
5. Demonstrate evidence of being in good physical health to meet the demands of the position.
6. Possess a valid Connecticut driver's license with a good driving record (past three years).

REPORTS TO:
Maintenance Working Foreman and Director of Operations

JOB GOAL:
The HVAC/Plumbing Technician shall plan, coordinate and accomplish all activities relating to the installation, maintenance and repair of HVAC, energy management, plumbing, and refrigeration systems, so as to provide students, staff and visitors with safe and reliable facilities.

PERFORMANCE RESPONSIBILITIES:

1. Adjust, repair and calibrate equipment electric and pneumatic thermostats related to heating and air conditioning systems.
2. Maintain and evaluate oil/gas burning equipment, air conditioning and exhaust/ventilation systems.
3. Perform skill tasks in accordance with standard trade practices.
4. Direct and supervise the work of such helpers as assigned.
5. Oversee the planning, installation, and preventive maintenance records as assigned.
6. Establish and maintain an inventory and records of all supplies and equipment as assigned.
7. Comply with applicable Federal, State and local codes, ordinances and regulations.
8. Adhere to the work standards and schedules assigned.
9. Establish and maintain an accurate record keeping system relating to the purchase, delivery, and installation of all materials.
10. Provide input to the maintenance supervisor to determine which Plumbing/HVAC repair
11. jobs can be performed by staff, and which must be performed by outside contractors.
12. Estimate cost of HVAC/plumbing repair projects in terms of labor and material.
13. Monitor and program energy management controls and systems.

14. Perform all related activities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Local 1303 of Council #4 American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME).
2. A twelve- month work year.

EVALUATION:

Performance of this job will be evaluated annually by the Maintenance Working Foreman and Director of Operations.