Job Description
MOORE PUBLIC SCHOOLS

Job Title: **HVAC Foreman (Contractor's License)**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record; State Contractor's HVAC license or Mechanical contractor's license: AC-V; RF-I; HE-V, NP-I, and SM-I preferred. Must complete Oklahoma Construction Industries Board Affidavit that associates the state contractor's license with Moore Public Schools.

Education: High school, GED and specialized vocational training in heating, ventilating and air conditioning.

Training or Experience Required: Six to eight years in the heating and air conditioning field; training may substitute for some on the job experience. Four years experience in the district as a HVAC Technician preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most complicated equipment includes Volt Amp Ohm meters, Freon gauges, refrigerant reclaimer machine, recovery/recycle equipment, vacuum pumps, and welding (oxygen acetylene) torches.

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Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled/full journey level and foreman duties under limited supervision to install, repair or maintain heating, ventilating, and air conditioning system and equipment within the district.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has some regular public contact with the public and with members of own staff or district.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.

It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Oversees the HVAC system for the district. Assigns work to employees. Reviews performance, trains and provides technical assistance.

2. Trouble shoots, maintains, repairs, and installs HVAC and refrigeration equipment in the district.

3. Performs preventive maintenance to equipment. Cleans coils, keeps units clean and changes oil filters.

4. Upgrades HVAC and refrigeration equipment when needed.

5. Informs supervisor of parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects.

6. Provides suggestions that would prolong the life of the equipment.

7. Oversees housekeeping duties and ensures that work area, HVAC shop and tools, including assigned vehicle, are properly maintained.

8. Maintains District's boilers.

9. Performs other duties as assigned.

Supervision exercised: An incumbent is a lead worker with limited responsibility to correct mistakes, to provide new employee training, and to answer routine/standardized procedural questions.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 6-8 hours per day. Employee's job requires occasional to frequent bending/stooping, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (to 30 feet) and reaching above the shoulders.

Employee's job requires frequent carrying/lifting of up to 35 pounds and occasional lifting from 35 to 90 pounds carrying refrigerator drums to roof top, ladders, freon, vacuum pump, and changing out compressors.

Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders. Must be able to read labels, blueprints, and schematics. Employee must possess hearing to distinguish normal/abnormal sounds. Must be able to communicate with fellow workers and the public. Must be able to climb ladders and work within confined spaces. Must be able to see problems and dangers in low visibility situations.

Employee's job requires working on unprotected heights (18 ft. ladder and roof); Use of/close to machinery (boilers/air handlers); working in the outdoors with temperature changes; driving motorized equipment (vans and lifts); exposure to toxic and pressurized gas (freon), liquids, high voltages and working on live circuits.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category J

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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