Job Description
MOORE PUBLIC SCHOOLS

Job Title: **HVAC Technician (Licensed)/Automation Specialist**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record; Journey level HVAC license or Mechanical license: AC-V; RF-I; HE-V, NP-I, and SM-I preferred.

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

Training or Experience Required: Four to six years in the heating and air conditioning field; training may substitute for some on the job experience.

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.

Site: **Various**

HVAC. Technician (Licensed)/Automation Specialist (2 of 4)

Reports To: Heat/Air Foreman /Contractor's License

Job Goal (Purpose of Position): Performs skilled/full journey level 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. Performs skilled level HVAC work in the district. May oversee work of an apprentice; assign and provide 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 cleaned and oiled, changes 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. May assist in maintaining District's boilers.

9. Performs other duties as assigned.

10. Review HVAC work orders to locate, identify, and troubleshoot equipment, and automation system malfunctions.

11. Inspect malfunctioning automation controls or equipment to determine source of problem and decide on appropriate action to correct the problem.

12. Install new automation systems or components.

13. Maintain and repair electronic controls.

14. Perform skilled level automation work within the district. May oversee automation work of an apprentice: assign and provide technical automation assistance.

15. Perform preventive maintenance on industrial automation system while analyzing system performance and suggesting modifications or upgrades.

Supervision exercised: An incumbent does not directly supervise but may provide new employee training and 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 H and $2,400 stipend

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

Approved 05/13/2024