Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Heating and Air Conditioning HVAC. Technician/Automation Specialist (Apprentice)**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record

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

Training or Experience Required: This is the apprenticeship program that requires approximately 3-4 on the job experience to obtain journey license. Vocational training may substitute for some on the job experience. Shall obtain Journeyman License within the required time given by Supervisor.

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.

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 (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 some expertise acquired through on the job experience and/or training. As experience is obtained, may begin to use meters, recovery/recycle equipment, vacuum pumps, and torches.

Site: **Various**
Reports To: **HVAC. Foreman**

Job Goal (Purpose of Position): Performs semi-skilled level duties under direct

supervision to assist in the installation, repair or maintenance of heating, ventilating, and air conditioning system and equipment within the district. More skilled work is performed with additional training and experience.

Contact with Others: An incumbent in this position has little to no regular public contact other than with members of own staff or district. Some interpersonal interaction or communication is required with own staff.

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 and self discipline are required to pass training period in order to qualify for license.

Essential Job Functions:

1. Trouble shoot, maintain, repair, and install VAC. and refrigeration equipment in the district.

2. Perform preventive maintenance to equipment.

3. Clean coils, keep units cleaned and oiled, change filters.

4. Upgrade VAC. and refrigeration equipment when needed.

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

6. Continues to work on in service and other apprenticeship training programs both on the job and through necessary course materials.

7. Cleans work area and maintains VAC. shop and tools, including assigned vehicle.

8. Performs other duties as assigned.

9. Assists in reviewing HVAC work orders to locate, identify, and troubleshoot equipment, and automation system malfunctions.

10. Assists in inspecting malfunctioning automation controls or equipment to determine source of problem and decide on appropriate action to correct the problem.

11. Assists in installing new automation systems or components.

12. Assists in maintaining and repairing electronic controls.

13. Assists in performing preventative maintenance on industrial automation system while analyzing system performance and suggesting modifications or upgrades.

Supervision exercised: An incumbent does not supervise employees.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 7-8 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 50 pounds and occasional lifting from 50 to 90 pounds carrying 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.

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 D and $1,200 stipend
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 05/13/2024