



JOB DESCRIPTION

Job Title	Maintenance IV - HVAC
Department	Buildings & Grounds
Reports To	General Manager - Facilities
Classification	Buildings & Grounds
Location	Service Center
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

This position is responsible for the installation, maintenance, repair, and optimization of heating, ventilation, air conditioning, and refrigeration systems across all district facilities. This role ensures the safe, efficient, and code-compliant operation of climate control systems that support the health, comfort, and functionality of learning and working environments. In addition, this position collaborates with district leadership, contractors, vendors, custodial, and maintenance staff to assess system performance, schedule preventive maintenance, and coordinate repair and upgrade projects. This position reports directly to the General Manager – Facilities and may perform additional maintenance tasks as assigned to support district operations.

Essential Job Functions

- Performs advanced troubleshooting, preventive maintenance, calibration, and repairs on all types of HVAC systems, including pneumatic and electric controls, air handling units, boilers, chillers, and refrigeration systems.
- Programs, monitors, and maintains direct digital control (DDC) systems and computerized energy management systems to ensure optimal performance and energy efficiency across district facilities.
- Utilizes specialized diagnostic tools and test equipment—including gauges, psychrometers, anemometers, pilot tubes, flow meters, and temperature sensors—to assess and maintain HVAC system functionality.
- Evaluates HVAC and control systems through inspections and interpretation of technical drawings, blueprints, and specifications to ensure compliance with applicable codes and district standards.
- Leads the planning, coordination, and quality assurance of major HVAC installations or contracted system upgrades, serving as the district's subject matter expert throughout project execution.
- Develops and maintains accurate as-built documentation for HVAC and control systems; prepares sketches and updates system schematics as needed.

- Provides technical guidance and training to operations, custodial, and maintenance personnel, including instruction on basic HVAC system operation, troubleshooting, and maintenance procedures.
- Supports the development and implementation of the district's indoor air quality (IAQ) program, ensuring compliance with health and safety standards and promoting a healthy learning environment.
- Performs test and balance procedures on air and water heating systems to ensure proper system performance and occupant comfort.
- Prepares detailed estimates of labor, materials, and related costs based on job site inspections and project plans; conducts market research to evaluate pricing and procurement options.
- Orders and maintains inventory of HVAC parts, tools, and testing devices, ensuring readiness for routine maintenance and emergency repairs.
- Installs, commissions, and services HVAC systems and equipment—including rooftop units, exhaust fans, unit ventilators, and hydronic heating components—using techniques such as brazing, soldering, and welding.
- Repairs and maintains pneumatic and gas lines associated with HVAC systems, ensuring safe and efficient operation.
- Coordinates with district leadership, contractors, and vendors to assess system needs, schedule work, and ensure timely completion of projects.
- Mentors and assists Maintenance I personnel in performing minor HVAC repairs and routine maintenance tasks, promoting skill development and consistent service quality.
- Operates and maintains HVAC-related vehicles and equipment.
- Assists with cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow as directed.

Ancillary Job Functions

- Responds to emergency snow removal events as directed by supervisor.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Valid Wisconsin HVAC Technician Certification or equivalent credential recognized by the Wisconsin Department of Safety and Professional Services (DSPS).
- EPA Section 608 Certification for handling refrigerants (Type II or Universal required).
- Minimum of 5–7 years of experience in HVAC installation, maintenance, and repair, including experience with industrial or commercial large-scale or multi-building facilities.
- Demonstrated experience with building automation systems, direct digital control (DDC) systems, energy management systems, and pneumatic/electric control systems.
- Possession or ability to obtain within one year of employment the following:
 - City of Eau Claire Class B Heating Contractors License.
 - City of Eau Claire Electrical Wireman's License.
 - CFC Refrigerant Recovery Certification

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced safety training
- Leadership or supervisory experience
- Project management experience in industrial or commercial environments.
- Asbestos Worker Certification

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently and exercise sound judgment in prioritizing and executing complex electrical tasks across multiple district facilities without direct supervision.
- Ability to interpret and apply information from requisitions, work orders, construction documents, blueprints, parts catalogs, equipment manuals, chemical use instructions, and Safety Data Sheets (SDS).
- Knowledge of safe handling and application of a wide range of chemicals, solvents, and adhesives used in electrical and facilities maintenance.
- Skilled in coordinating procurement and inventory of materials; effectively interacts with contractors and vendors; maintains detailed documentation of all work performed for compliance and audit purposes.
- Ability to respond to emergency snow removal events outside of regular work hours.
- Strong organizational skills with the ability to maintain accurate records, logs, and reports related to maintenance activities, inspections, and regulatory compliance.
- Proven ability to complete work efficiently, accurately, and with a high degree of technical competence under time constraints and operational demands.
- Advanced analytical and diagnostic skills to identify and resolve mechanical failures in complex systems, including electrical and heating infrastructure.
- Proficient in the use of hand and power tools for dismantling, repairing, and assembling mechanical equipment.
- Capable of operating, maintaining, and repairing a variety of district vehicles and equipment.
- Strong interpersonal skills with the ability to interact professionally and constructively with students, staff, administrators, and the public.
- Receptive to feedback and capable of providing and receiving constructive criticism in a collaborative work environment.
- Comfortable working at heights using ladders, boom trucks, man lifts, and other assistive devices in accordance with safety protocols.
- Ability to travel between multiple district and community sites in compliance with the district's driving policy.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Serves as a positive role model for students and staff, consistently demonstrating professionalism, responsibility, and ethical behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- Routinely required to lift up to 75 pounds.
- May be required to lift up to 100 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.