

MECHANICAL TECHNICIAN



Maintenance and Custodial Services Department

Purpose:

The Mechanical Technician (HVAC) helps ensure an attractive, sanitary and safe facility for students, staff and the public by performing skilled maintenance and repair work on District heating, ventilation and air conditioning systems.

The Mechanical Technician (Food Services) helps ensure an attractive, sanitary and safe facility for students, staff and the public by performing skilled maintenance and repair work on District refrigeration systems and industrial kitchen appliances.

Reports to: Maintenance Services Supervisor and Maintenance Services Field Supervisor

Reports to: HVAC/Plumber Foreman or Electrical Foreman

Nature and Scope:

The Mechanical Technician works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures, regulations and standard practices of the trade. The incumbent interfaces with school administrative staff, teachers and non-licensed school staff, colleagues, students and visitors. The incumbent does not have supervisory responsibilities but may provide leadership and direction to another member of the maintenance team or a temporary employee.

Essential Job Functions:

Mechanical Technician (HVAC) only

1. Ensures all District HVAC systems and their controls operate in a safe and sanitary manner and are in compliance with state and local regulations.
2. Performs skilled heating, ventilation and air conditioning (HVAC) maintenance and repair work.
3. Services refrigeration, pneumatic and electronic controls, heating systems, plumbing, hot water heaters, boilers, and pump repairs.
4. Performs maintenance operations, scheduling, systems analysis and trouble-shooting on district wide controls network.
5. Installs, maintains and services all HVAC systems and their components, including heaters, boilers, compressors, condensers, evaporators, circulation pumps, fans, motors, gaskets, valves and temperature control devices.
6. Diagnoses HVAC system malfunctions and identifies the necessary repairs.
7. Operates various types of specialized tools and equipment, including soldering and brazing equipment, cutting torches, pipe wrenches, drill presses, pipe threaders, voltmeters and ammeters and various other power and hand tools.

8. Services refrigeration systems and other equipment in our District kitchens.

Mechanical Technician (Nutrition Services) only

1. Ensures all gas and electric commercial and residential food service equipment operates in a safe and sanitary manner.
2. Diagnoses malfunctions in food service equipment and identifies the necessary repairs.
3. Performs required maintenance and repair work on all food service equipment, including walk-in and reach-in refrigerators and freezers, controls, ovens, warmers, steam kettles, ice machines, milk coolers, dishwashers, booster heaters processing machinery, water fountains and cooling systems, gas or electric cooking ranges, and other related building systems.
4. Drains oil, gas and refrigerant products from food service equipment and disposes of them properly.
5. Installs replacement parts and new appliances as needed.

Both Mechanical Technician (HVAC) and Mechanical Technician (Nutrition Services)

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Submits requests for supplies, equipment and personnel.
3. Operates vehicles, hand and power tools, and specialized equipment used in area of assignment.
4. Evaluates the condition of various mechanical and electrical systems for defects, fire or other safety hazards and identifies necessary maintenance, repair and/or installation work with electrical troubleshooting skills.
5. Makes emergency electrical repairs and troubleshoots malfunctions.
6. Responds to after-hours emergency calls.
7. Assists Foremen in determining maintenance and repair needs.
8. Provides training to employees in use and care of equipment and tools, and methods and standards related to the trade, including proper safety standards and practices.
9. Submits requests for supplies, equipment and personnel.
10. Reads and interprets electrical schematics, plans and specifications in accordance with established procedures.
11. Ensures that all work complies with state and local regulations and conforms to accepted industry practices and established safety standards.
12. Prepares work records, inventory records and reports.
13. Estimates materials and labor required to complete assigned tasks.
14. Maintains inventory of materials, equipment and tools.
15. Works from blueprints, shop drawings and diagrams.
16. Keeps records of equipment used and work done.
17. Ensures a safe and accident-free work area.
18. Provides back-up support to other positions in case of absence or work overload.
19. Updates technical knowledge and skills on a consistent basis. Participates in training programs for mechanical and electrical systems.
20. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

21. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or G.E.D. and have completed trade school or can demonstrate equivalent training.
2. Must be able to pass a physical exam.
3. Must be able to pass a criminal background check.
4. Must possess a valid Oregon or Washington driver's license.
5. Must have at least two years of Journey level trades experience in commercial HVAC repair industry; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
6. Must possess one of these State of Oregon electrical licenses (Limited Maintenance Electrician (LME), Limited Journeyman Manufacturing Plant Electrician (PJ), General Journeyman (J), or provide proof of experience to allow them to obtain one of these Oregon electrical license within 90 days of hire.
7. Must possess a Universal CFC Handling certification within 90 days of hire.
8. Must possess a State of Oregon Brazing certification within 90 days of hire.
9. Must be able to work from heights.
10. Must possess working knowledge of the functionality and safe operation of scaffolding and mechanical lift equipment, such as forklift, scissor lift, boom lift and Genie lift.
11. Must be able to safely and effectively operate power equipment such as drills and saws.
12. Must be able to safely load, transport, and unload lift equipment using a full-sized truck and trailer.
13. Must be familiar with standards, methods, materials, equipment and tools used in the HVAC and plumbing trades.
14. Must be able to read, understand and follow multi--step written and verbal instructions in English.
15. Must be able to research products and service techniques on-line and create documents that support field service practices.
16. Must possess computer skills applicable to the position.
17. Must be knowledgeable of building codes and maintenance and repair standards.
18. Must be able to comply with District and State regulations as they relate to District building and safety.
19. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of cleaning products and equipment, and/or other hazardous materials.
20. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
21. Must demonstrate flexibility to changing working environments.

22. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Mechanical Technician works mostly indoors. The work requires regular physical effort as well as the ability to climb various structures and work from heights. The work environment may include work in cramped or confined spaces, moderate noise, warm temperatures and exposure to fumes and vibrations. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

The work environment is often controlled and often quiet, but the work environment will also frequently include moderate to loud noise. Other potential hazards include but are not limited to: electrical shock, hot surfaces (burns), chemicals, dust, toxins, dirt, power/hand--operated equipment and machinery. The incumbent will frequently stand, kneel, climb ladders, bend, stoop and reach in the normal course of their workday and may spend prolonged periods of time bending, stooping, and kneeling.

Significant potential hazards include risk of electrical shock. Other potential exposures and hazards include but are not limited to: heights, hot surfaces, chemicals, fumes, communicable diseases, and power/hand-operated equipment and machinery.

Employee Calendar(s): 12MOCL

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Compensation: Trad 16

Date Approved: March 3, 2021

Date Revised: May 18, 2026

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

Mechanical Technician

Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting			O		
Stationary Standing					C
Walking (level surface)			O		
Walking (uneven surface)			O		
Crawling			O		
Crouching (bend at knees)			O		
Stooping (bend at waist)			O		
Twisting (knees/waist/neck)			O		
Turn/pivot		R			
Climbing (stairs)		R			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)		R			
Reaching overhead			O		
Reaching extension			O		
Repetitive use arms				F	
Repetitive use wrists				F	
Repetitive use hands grasping					C
Repetitive use hands squeezing					C
Fine manipulation				F	
Using foot control			O		
*Pushing/Pulling Max wt: 55 lbs.				F	
*Lifting/Carrying Max wt: 55 lbs.				F	

*Identify items typically moved: Transportation safety equipment

EMPLOYEE WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance.
- B. Follow site and/or District protocol for reporting absences.
- C. Follow all District policies, work procedures.
- D. Follow all reasonable requests/instructions by proper authority.
- E. Maintain the integrity of confidential information relating to students, staff, and District operations.
- F. Work independently in the performance of routine duties.
- G. Make sound decisions.
- H. Participate in required meetings and trainings related to the position.
- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.
- K. Dress in a professional and appropriate manner for the assignment and work setting.

- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: