



Facilities and Transportation HVAC

Purpose Statement

The role of the HVAC is to provide HVAC services, including identifying repair and replacement needs, installing, repairing, maintaining, and upgrading HVAC systems and equipment. This position also involves assisting other skilled trades and ensuring that tools and materials are available at job sites.

Supervisory Relationship

Reports to: Director of Facilities and Transportation

Essential Functions

- **System Cleaning:** Clean air conditioning and heating units (e.g., coils, condensation pans, drain lines, cooling towers) to ensure units operate correctly and within safety guidelines.
- **Project Coordination:** Coordinate with the assigned lead, supervisor, and other trades to complete projects and work orders efficiently.
- **Problem Diagnosis:** Diagnose causes of problems and failures in heating/air conditioning systems to identify equipment and system repair or replacement needs.
- **Equipment Fabrication:** Fabricate equipment parts to meet specialty needs or replace unavailable parts.
- **Procedure Communication:** Inform personnel regarding procedures and the status of work orders to provide information for decision-making, appropriate action, and compliance with building and safety regulations.
- **System Installation:** Install heating and air conditioning equipment and systems to provide enhanced or upgraded capabilities.
- **Maintenance:** Maintain vehicles, tools, and equipment to ensure availability in safe operating condition.
- **Contract Monitoring:** Monitor contract work to ensure contract terms are fulfilled and work standards are met.
- **System Monitoring:** Monitor HVAC systems and their components (e.g., heating units, exhaust fans, ventilation units) to evaluate conditions, identify necessary repairs, and recommend preventive maintenance.
- **Training Participation:** Participate in meetings, workshops, training, and seminars to gather and convey information required for job functions.
- **Routine Maintenance:** Perform routine and preventive maintenance to ensure the ongoing functioning of HVAC systems.
- **Documentation:** Prepare written materials (e.g., repair status, activity logs) to document activities and convey information.
- **System Repairs:** Repair heating and air conditioning systems and components (e.g., pumps, motors, air handlers, fan coils, piping) to ensure a comfortable work environment.
- **Inventory Management:** Request equipment and supplies to maintain inventory and ensure availability of items required to complete necessary installations and repairs.
- **Emergency Response:** Respond to emergency situations during or after hours to resolve immediate safety concerns.
- **Tool Transport:** Transport tools, equipment, and supplies to ensure availability at job sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating equipment used in the installation, repair, and maintenance of HVAC equipment.

- Planning and managing projects.
- Preparing and maintaining accurate records.
- Handling hazardous materials.

Knowledge

- Indoor air monitoring equipment and interpreting resulting data.
- Standards for design and construction.
- Air conditioning and heating codes.
- Hazards and safety precautions.

Abilities

- Schedule activities and meetings.
- Gather, collate, and classify data.
- Use job-related equipment and display mechanical aptitude
- Work with diverse individuals and data types.
- Adapt to changing work priorities and handle interruptions
- Communicate effectively with diverse groups and work as part of a team
- Meet deadlines and schedules.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units. Continuously impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 5% sitting, 50% walking, and 45% standing. Performed under minimal temperature variations and conditions with exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field is required.

Education

Targeted job-related education with study in a job-related area.

Certificates and Licenses

Driver's license and evidence of insurability.

Continuing Education/Training

Maintains required certificates and licenses.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SR

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.