

JOB DESCRIPTION

TITLE

Heating, Ventilation and Air Conditioning (FT)

POSITION TYPE

Non-Exempt

PRIMARY FUNCTION

Position is responsible for providing a variety of skilled work related to the maintenance and repair of heating, ventilating and air conditioning (HVAC) system which includes installation, preventative maintenance and service calls.

MINIMUM QUALIFICATIONS

- Completion of high school or GED required. A bachelor's degree, *preferred*, in mechanical, electrical engineering, business management, building construction or equivalent. At least three years of experience in the maintenance field, including two years of experience in planning and writing specifications.
- Completion of trade school courses in HVAC maintenance/installation, apprenticeship program, or applied job experience which provides the required knowledge.
- Extensive knowledge in all phases of boiler operations, air conditioning operations, building heating/cooling and ventilating systems and associated control systems.
- Must be able to use computer to access different types of control systems.
- Ability to read and interpret blue prints, wiring schematics, and manufacturer's literature. EPA certified in handling refrigerants.
- Must possess a valid Virginia Driver License, a valid HVAC license and an Electrical license.

KNOWLEDGE, SKILLS AND ABILITIES

- Responsible for all aspects of heating, ventilation and air conditioning of all buildings in the school division, including, but is not limited to, the following equipment: Gas fired boilers of all makes and sizes; burners on fossil fuel domestic water heaters, air conditioning units from window units to chillers in excess of 100 tons; air handling units of all makes and sizes; warm air fossil fuel furnaces; ventilation; all makes of control systems for all equipment, including electric, pneumatic or DDC, and all safety devices related to above equipment.
- Pumps valves and other accessory equipment.
- Initiates preventative maintenance routine on equipment in accordance with industry and applicable safety standards.
- Visits schools on continuing basis to check plant, ensure progress and completion of workflow and determining proper functioning of equipment.
- Coordinates and oversees any work of private contractors hired to work on various heating or air conditioning components. Assists in writing contract specifications.
- Thorough knowledge of the principles and practices of building and building systems construction, repairs, and maintenance.
- Extensive knowledge of safety procedures applicable to building maintenance trades work.
- Knowledge of general BOCA, OSHA, and EPA regulations and familiarity with HAZMAT procedures and experience in maintenance data collection, processing, and TQM skills.
- Sufficient strength, agility, dexterity, and oral and written communication skills required to perform all performance duties and responsibilities.
- Ability to read and interpret engineering drawings, basic wiring diagrams, and architectural drawings.
- Ability to work out of doors in a variety of temperatures and climate conditions.
- Ability to quickly learn procedures used to report information and maintain records.

REPORTS TO

Director of Operations

PERFORMANCE RESPONSIBILITIES

- Planning of all projects for the maintenance department.
- Prepares all written specifications for maintenance contracts; oversees contractual work dealing with minor renovations and projects.
- Prepares initial estimates and plans for summer maintenance projects for bid.
- Serves as quality control on maintenance activities; evaluates and reports on the efficiency to include but limited to: opening and inspecting air handling, cooling and heating equipment, recognizing, repairing or replacing worn or non-functional components, adjusting and lubricating such parts to insure continued, efficient functioning of the machine or system.
- Responsible for checking, renewing or cleaning filters in heating or cooling air handling equipment, and ventilators. Inspects, adjusts and replaces belts. Lubricates motors, bearings, pulleys, linkages and adjusts as necessary.
- Participates in routine building inspection program
- Schedules and coordinates preventive and corrective maintenance and minor renovations by staff trades and contractors.
- Establishes maintenance and repair priorities for all technicians performing repair and maintenance on division’s buildings.
- Responds to service calls; troubleshoots problems and air quality issues.
- Conducts seasonal startups and changeovers.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT

Twelve months per year - 40 hours per week. Salary based on current CCPS Adopted Salary Scales.

EVALUATION

Performance for this position will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

11/30/2016 Revised 8/20/18

JOB DESCRIPTION PREPARED BY

Interim Director of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice. The employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Print Your Name _____

Signature _____

Date_____

Charles City Public Schools assures equal employment opportunities an equal education educational opportunities for employees and students required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with duties to perform essential duties.