

<p style="text-align: center;"><b>EPHRATA AREA SCHOOL DISTRICT</b> <b>EPHRATA PA 17522</b></p>
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**Position Title:** Maintenance - HVAC/Refrigeration Technician  
**Department:** Support Staff  
**Reports To:** Director of Maintenance  
**Date:** May 2014  
**Revision Date:** October 3, 2016

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**POSITION PURPOSE**

Perform skilled maintenance assignments in the mechanical and/or building trades. Maintain and repair equipment, facilities and machinery. Assist other maintenance personnel in completion of work orders and assignments.

**ESSENTIAL FUNCTIONS (May Include)**

1. HVAC/Refrigeration service, installation and maintenance.
2. Ability to troubleshoot and navigate HVAC computer controls and frequency drives.
3. Perform preventative maintenance and troubleshooting on hydronic boilers, gas and oil burners.
4. Exhaust fan and circulator pump maintenance and troubleshooting.
5. Perform tasks per modern building codes.
6. Assist other skilled maintenance workers performing plumbing, electrical, carpentry, construction or repair work.
7. Practice proper safe work habits such as (but not limited too) lockout/tag out, fall protection, eye, head, and ear protection.
8. Assist with snow removal, operating a plow truck, tractor, or blowing device.
9. Cultivate and model a respectful working and learning environment.

## **WORK PLACE EXPECTATIONS**

1. Work effectively with and respond to people from diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. Regular, consistent and punctual attendance.
4. Must work in all types of weather.
5. Confer regularly with immediate supervisor and work under direction of licensed staff.
6. Follow all District policies, work procedures, and reasonable requests by proper authority.
7. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron.

## **KNOWLEDGE & SKILL REQUIREMENT**

Education:	A minimum of a high school diploma or its equivalent.
Certification:	EPA refrigerant certification
Experience:	3-5 years HVAC field experience, installation, startup, troubleshooting of Natural Gas and fuel oil burners, air conditioning systems and control components.
Language Skills:	
Mathematical Skills:	Basic construction math
Reasoning Skills:	
Other Skills & Abilities:	Ability to understand and follow oral and written directions; Possess a valid Pennsylvania driver's license; Effectively work and communicate with students, parents, and school personnel; The ability to work harmoniously with others

## **ESSENTIAL PHYSICAL REQUIREMENT**

*The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 70 pounds. The employee may frequently drive to different locations within the district. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc. Work outside in inclement weather, extreme temperatures, and on rooftop surfaces. Work on knees, laying down, crouching and standing. Work overhead and often on ladders, lifts, and platforms. Be able to wear respiratory protection, fall protection and eye protection. Must be able to work in all types of weather.

## **TERMS OF EMPLOYMENT**

As Per Schedule

## **CUSTOMER SERVICE STANDARDS**

Our interaction with customers, both internal and external, tells them a lot about our priorities and how much we value them as partners. To insure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

## **EMPLOYEE STATEMENT**

"I have reviewed the above position 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 accommodations(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 (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
EASD Representative

\_\_\_\_\_  
Date