

**Hickman Mills C-1 School District**

9000 Old Santa Fe Rd.  
Kansas City MO 64138  
816-316-7217

***CLASSIFIED PERSONNEL POSITION AVAILABLE***

**POSTED: MARCH 23, 2015**

**OPEN: UNTIL FILLED**

# **HVAC TECHNICIAN**

**SALARY RANGE:** Step 1 \$29,229 – Step 12 \$40,460 annual salary  
Class IV/260 days/12months

**(Dependent upon experience and qualifications)**

**Eligible for Full Benefit Package**

**Job Description Attached**

Due to the volume of resumes we receive, we may be unable to contact each applicant directly; however, you can check the status of your submission at any time by logging in to your profile through our [website](http://www.hickmanmills.org) at [www.hickmanmills.org](http://www.hickmanmills.org).

**All persons recommended for employment must pay for (\$44.80) and pass an extensive background check through the Division of Family Services, the Missouri Highway Patrol, and the Federal Bureau of Investigation.**

The Hickman Mills C-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Associate Superintendent of Human Resources, 9000 Old Santa Fe Road, Kansas City, MO 64138 816-316-7000. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



*“Providing a Foundation for a Proudly Diverse and Historic Community”*

## **JOB DESCRIPTION: HVAC TECHNICIAN**

HVAC Technician is a full journey-level class responsible for installing, troubleshooting, diagnosing, maintaining and repairing a wide variety of large, complex heating, ventilating, air-conditioning and refrigeration systems and equipment at school sites and all other District facilities. Assignments vary, encompass a variety of tasks, seldom require detailed instructions, and require sound judgment and initiative.

Under general supervision, performs skilled, journey-level duties in the inspection, installation, repair and servicing of heating, ventilation, air-conditioning, refrigeration and related equipment, machinery and facilities; and performs related duties as assigned.

### **Qualifications:**

Knowledge of:

1. Standard practices, methods and tools of the heating and air-conditioning trade.
2. Theory of heating and air-conditioning and refrigeration systems.
3. Materials, methods and tools used in the operation and repair of heating, air-conditioning and refrigeration systems.
4. Applicable building codes, ordinances and regulations of state and local authorities pertaining to heating, air-conditioning and refrigeration.
5. Air compressor and pneumatic control operation, installation, maintenance and repair.
6. Cooling tower and boiler water treatment.
7. Manual and electrical tools and equipment applicable to the heating, air-conditioning and refrigeration trade.
8. Welding and soldering techniques.
9. Health and safety regulations.
10. Basic record-keeping techniques.
11. Proper methods of storing equipment, materials and supplies.

### **Education, Training and Experience:**

High School Certificate or G.E.D. equivalent; and two years of journey-level experience in the heating, air-conditioning and refrigeration trade; or equivalent training.

A valid driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Must pass an extensive background check through the Division of Family Services, the Missouri Highway Patrol, and the Federal Bureau of Investigation.

**Ability to:**

1. Perform skilled mechanical maintenance duties in the inspection, repair, installation, and alteration of District heating, ventilation, air-conditioning and refrigeration systems and related equipment and facilities.
2. Calibrate systems.
3. Perform preventive maintenance and routine servicing of equipment.
4. Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
5. Interpret and work from plans, diagrams and specifications.
6. Follow oral and written instructions.
7. Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air-conditioning and refrigeration systems.
8. Communicate effectively both orally and in writing .
9. Understand and follow oral and written directions.
10. Work cooperatively with others.
11. Work independently with little direction.
12. Meet schedules and time lines.
13. Maintain routine records.
14. Perform heavy physical labor and lift heavy objects.
15. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

**Length of Assignment: Twelve (12) Months (260 days)****Reports to: Buildings & Grounds Supervisor****Evaluation: Annually by the Buildings and Grounds Supervisor****RESPONSIBILITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude then from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Receives work orders; maintains records of completed work orders, including time and materials; orders and maintains an inventory of HVAC tools and materials for the District's HVAC shop.
2. Conducts regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment, and makes necessary adjustments or repairs; services and repairs evaporative coolers.
3. Inspects, repairs, modifies and installs heating and air-conditioning and ventilation equipment, including refrigeration and air-conditioning compressors, receivers, condensers, chillers, water-cooling towers, forced-air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
4. Repairs or replaces defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchanges, high-limit controls, pressure controls, safety valves, and automatic gas valves.

5. Lubricates and packs heating, ventilating, refrigeration and air-conditioning motors, pumps, fans and other equipment.
6. Installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air-conditioning systems; flushes boilers, de-scales tubing and cuts threads pipes; rebuilds pressure and temperature safety valves and water pumps.
7. Repairs and maintains furnace gas controls and engines, filters and condensing units; inspects, detects and repairs leaks; checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots.
8. Operates a variety of hand and power tools, welders torch, vacuum pump and test equipment utilized in the trade.
9. Performs skilled electrical maintenance work in the repair, installation and alteration of electrical equipment, components, timers, motors and wiring systems as needed; connects meters to control panels and panels to power sources.
10. Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units, equipment and controls.
11. Installs, rebuilds, replaces or repairs fans, motors, thermostats in accordance with established procedures.
12. Prepares cost estimates for projects and orders materials in accordance with established procedures.
13. Works from sketches, plans, drawings, blueprints and specifications.
14. Follows safe work practices and procedures; ensures proper safety precautions are observed.
15. Observes and complies with relevant federal, state and local codes.
16. Manages HVAC system via Energy Management System applications.
17. Operates a personal computer and other office equipment.

#### **ESSENTIAL PHYSICAL JOB FUNCTIONS**

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|-------------------|--------------|
| ➤ Kneeling        | frequently   |
| ➤ Overhead work   | frequently   |
| ➤ Lifting         | Up to 50 lbs |
| ➤ Push/pull       | Up to 50 lbs |
| ➤ Wet mopping     | daily        |
| ➤ Stair climbing  | daily        |
| ➤ Ladder climbing | frequently   |
| ➤ Bending         | daily        |

### **ADDITIONAL INFREQUENT RESPONSIBILITIES/DUTIES:**

- ✓ Have knowledge necessary to cope with any emergencies that may arise; in case of damage, make minor repairs until the maintenance department can make the necessary repairs
- ✓ Note the location of all fire extinguishers, emergency cut-off valves, reset buttons, switches and breakers for all utilities, furnaces, circulating pumps, etc.
- ✓ Maintain a current emergency telephone number listing of fire department, police good judgment and good customer service skills
- ✓ department, utility companies and maintenance personnel to contact when necessary

All employees are responsible for the security of buildings and school property. It is the responsibility of each employee to secure all doors and windows in their assigned area. It is the responsibility of the last custodial employee to leave the building to assure that all doors, windows, etc., are secure.

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