

District Maintenance - HVAC Job Description

JOB TITLE:	District Maintenance - HVAC
DEPARTMENT:	Buildings and Grounds
REPORTS TO:	Director of Buildings and Grounds
CONTRACT:	Twelve-month position. Salary and work year to be established by the Board.
POSITION GOAL:	To provide students with a safe, comfortable, clean, and efficient place in which to learn, play, and develop.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Certification of good health signed by a licensed physician.2. 3-5 years of HVAC journeyman level required.3. EPA Section 608 certification preferred.4. Demonstrated aptitude for successful completion of the task assigned.5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Supervise the operation, maintenance, and repair of all district-wide HVAC/R systems, including boilers, chillers, AHUs, RTUs, and digital pneumatic controls
- Monitor Building Automation Systems (BAS) to optimize energy consumption, troubleshoot fluctuations, and schedule equipment for high-efficiency performance
- Adhering to a strict PM schedule (monthly, quarterly, annually) to extend equipment life and reduce emergency failures during school hours.
- Ensure all mechanical systems comply with state building codes, EPA regulations, and ASHRAE standards.
- Serve as a primary point of contact for after-hours mechanical emergencies or facility-related crises.
- Identify and order parts, equipment, and services; maintain inventory for critical repairs.

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- Repair various items, systems and/or components (e.g. roofs, furniture, bleachers, fences, playground equipment, concrete walkways, air conditioning equipment, door locks, lockers, pipes, valves, fittings, clogged drains, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Removal of snow and salting of parking lots.
- Attend professional development and training as appropriate.
- Perform emergency repair or cleaning services as necessary.
- Participate in the general maintenance of school buildings which necessitates lifting up to 75 pounds.
- Observe district policies at all times.
- Adhere to all district health and safety policies, including all precautions of the GCN training.
- Be on call as needed for snow removal, building emergencies, and cleanups.
- Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent or designee and not otherwise prohibited by law or regulation.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-professional Personnel.