

POSITION TITLE:

HVAC Specialist

REPORTS TO:

Facilities Director

TERMS OF EMPLOYMENT:

Service Employees Association

Classification C. Subdivision 2C less \$2.00

Full 8-hour day (7:00 AM - 3:30 PM)

12 months per year, some overtime

BASIC RESPONSIBILITIES:

In cooperation with the Director of Facilities,

- Monitoring the daily operation of all district automation systems to maintain the comfort of building occupants and ensure efficient energy usage;
- Ensuring proficient performance of the building automation systems and making modifications to its operational parameters as appropriate;
- Troubleshooting the operational failure of electrical and mechanical equipment, including but not limited to heating, ventilation, air conditioning, refrigeration, boilers, electrical, and pneumatic controls;
- Installing and repairing control components for heating, ventilation, and air conditioning equipment;
- Troubleshooting possible issues, including identifying and debugging software, electrical, pneumatic, and installation problems. Selecting product sizes, types, and location placement to ensure products meet specification requirements;
- Preparing database and job-related programming for computer-based systems;
- Responding to emergency calls for repair needs or questions.

QUALIFICATIONS REQUIRED:

Education Required:

High School Diploma/GED

Four years of building automation maintenance

Four years of mechanical trade experience

Class B Driver's License or the ability to acquire one within 45 days

Boiler License or the ability to acquire one within 90 days

Two years of refrigeration and air conditioning experience

Education Preferred:

2-year post-secondary training in HVAC (heating, ventilation, air conditioning), refrigeration, pneumatics, and knowledgeable of plumbing code

Certified Pool Operator

Boiler License

Skills Required:

Blueprint reading, general mechanical, and communication skills

Skills Preferred:

Sheet metal, welding, and general construction

Experience Required:

Four years in building maintenance or

Four years of mechanical trade experience

Experience Preferred:

General construction, plumbing/mechanical/HVAC

DUTIES:

1. Function as a team member on the maintenance staff, assisting with the overall maintenance of the District's buildings and grounds.
2. Respond to boiler and heating emergencies in the District.
3. Coordinate all boiler record keeping and boiler operator training required by state law.
4. Coordinate, maintain, and schedule boiler and hot water heating system water treatment.
5. Troubleshoot and maintain the following systems: steam and hot water boiler heating system, gas and fuel distribution systems and devices, air handling and heating equipment, exhaust fans, irrigation systems, sprinkler fire protection systems, kitchen equipment, etc.
6. Plan and coordinate the heating and ventilation improvements.
7. Coordinate and maintain the ordering and inventory of filters required for the ventilation systems in all buildings.
8. Maintain the inventory of the heating and HVAC needs of the District.
9. Respond to written requests for service, prioritize, and schedule the work.
10. Respond to emergency calls, troubleshoot, and make necessary repairs. Be available and respond to emergency calls on non-scheduled work days and after hours.
11. Maintain a Certified Pool Operator license and serve as backup to the afternoon and day Custodians/Engineers at the RJE Middle School.
12. Remain up to date on all code requirements and regulations.
13. Prepare all necessary affidavits and/or permits associated with boiler and heating work.
14. Assist in the removal and plowing of snow on District property.
15. Assist with the planning, designing, purchasing, and constructing of District projects.
16. Assist in unloading trucks and moving equipment and materials.
17. Perform other duties as assigned by the Director of Facilities.

Essential Tasks:

- Operation and maintenance of building automation, heating, ventilation, and air conditioning equipment in the District
- Operation and maintenance of snow removal equipment, including a dump truck
- Moving materials and equipment between buildings and unloading delivery trucks requires lifting weights in excess of 60 lbs.