

LORAIN CITY SCHOOLS

JOB DESCRIPTION

TITLE: Heating & Ventilating Specialist Group IV

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each performance responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Five years experience in skilled heating and air conditioning work. Skilled in the use of standard practices, materials, and tools of the heating and ventilating trade, including working from blueprints.
- * Valid Ohio Drivers license
- * Full knowledge of all areas of heating, ventilating, and electrical work, including national, state, and local HVAC codes.

REPORTS TO: Operations Facilities Coordinator or assigned Administrator.

SUPERVISES: Any staff or personnel assigned.

JOB GOAL: To keep all district heating and ventilating systems and equipment in good working condition, increasing the life of the equipment and property.
To improve the health and welfare standards of the facilities.

PERFORMANCE RESPONSIBILITIES:

I. Essential Duties:

- A. Performs work such as installation, repair, and maintenance of air conditioning, heating, ventilating, etc.
- B. Maintain and repair controls on boilers, air lines, water lines, and steam lines.
- C. Be skilled in the care and use of all tools and equipment assigned.
- D. Duties may be performed independently or as part of an integrated team.
- E. Perform other duties as may be assigned. It is understood that duties may be assigned not related to HVAC work.

II. Non-essential Duties:

- A. Ability to provide reasonable precautions to protect materials, equipment and facilities.
- B. Completes all required reports timely.

III. Physical & Environmental Responsibilities:

- A. Required to stoop, kneel, crawl, lift, carry, push, pull, climb, balance, walk, sit and reach.
- B. Ability to operate and use all types of tools and equipment normally used in the HVAC industry.
- C. Ability to operate assigned vehicle in all types of climatic conditions.
- D. Ability to maneuver body to shift, brake, and steer assigned vehicle.
- E. Potential exposure and handling of automotive fuels, fluids and lubricants.
- F. Ability to hear accurately, corrected or uncorrected.
- G. Ability to see, corrected or uncorrected.
- H. Ability to speak and be understood.
- I. Potential exposure to human blood, bodily fluids, tissue, or other potentially infectious materials.
- J. Ability to perform duties with light to heavy noise.
- K. Potential exposure to unruly students or adults.
- L. Potential exposure to all hazards associated with construction and building maintenance.
- M. Potential exposure to outside weather conditions.

IV. OSHA responsibilities:

- A. Knows and uses safe work procedures.
- B. Recognizes job hazards and takes proper precautions to assure personal as well as fellow employee, and public safety.
- C. Informs supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
- D. Actively participates in safety programs and training.
- E. Immediately reports accidents, injuries, and near misses to supervisor.
- F. Reports to work in a condition to be able to work safely.
- G. Follows school district's Safety Plan.
- H. Attends all scheduled training sessions.

TERMS OF EMPLOYMENT: As determined by negotiated agreement.

EVALUATION: Annually by Operations Facilities Coordinator or assigned Administrator.

FLSA: Non-exempt

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.