

JOB TITLE: Maintenance Mechanic II – HVAC Technician **DATE:** September 2025

REPORTS TO: Facilities Director

APPROVED BY: Superintendent

SALARY RANGE: Facilities Support Staff Range I

ASSIGNMENT: 52 weeks per year
8 hours per day

JOB SUMMARY: Maintains the school districts physical plant by performing general and specialized maintenance duties in maintaining and repairing the school districts HVAC equipment as well as the Siemens Building Automated System and associated controls. Able to assist in other trade areas including but not limited to; plumbing, electrical, mechanical, carpentry and general maintenance.

ESSENTIAL FUNCTIONS

1. Assumes primary responsibility as HVAC technician for the school district performing this work in a safe and efficient manner. Must have knowledge in the operation and use of the school districts HVAC equipment and control systems in order to maintain, repair and replace as needed.
2. Assist other specialists in repair projects as required.
3. Knowledge in the use of various power equipment and hand tools such as saws, drills, hand tools, screwdrivers, hammers, and specialty tools associated with the HVAC trade.
4. Familiarity with various materials associated with heating/cooling equipment, plumbing equipment and various other mechanical parts used in the school districts HVAC equipment.
5. Performs preventive maintenance on a regular basis needed to ensure the most efficient operation and longevity of the school districts HVAC equipment.
6. Assists in the removal of snow and ice as well as applying salt and ice melt as directed by the Facilities Director.
7. Occasionally performs general maintenance/custodial duties and other duties such as but not limited to assisting in preparation of athletic game fields, grass cutting, shrubs, and tree trimming.
8. Responsible for cleaning, fueling, checking of fluid levels, tire pressure and daily visual inspection of assigned vehicle.
9. Performs other job-related duties as directed by the Facilities Director or the Assistant Facilities Directors.

QUALIFICATIONS: High school graduate or equivalent with a minimum of at least 5 years' experience in the HVAC trade. Some training or exposure to the other major trade areas is preferred. Should have at least 5 years overall experience in general maintenance. Should be able to read blueprints, manuals, and manufacturer's specifications and be familiar with the latest methods and technology as it applies to building maintenance and repair. A cell phone and personal hand tools are necessary to perform maintenance work are required at the employee's expense. Employee needs to be available in emergency situations as required by the employer.

PHYSICAL REQUIREMENTS: Able to climb ladders, scaffolding, etc. to a height of 15 feet, able to maintain one's balance, stoop, twist, kneel, crouch, and reach with arms and hands. Joints and extremities move in a repetitive motion. Walking at moderate speed necessary. Able to lift up to 50 pounds to a height of 30 inches, use of hands and fingers and fingertips. Able to verbally communicate and hear with no more than a 40-decibel loss. Position vision clarity requirements include far, near, and mid-range vision (less than 20 inches, more than 20 feet), depth perception, visual quality and field of vision, along with ability to identify colors. Exposure to mechanical and electrical hazards, and hazards requiring the use of a respirator and/or other related equipment, extremes in temperature under 32 degrees and over 100 degrees. Work is both in an internal and external environment.

