

## Job Description Moore Norman Technology Center

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**Job Title:** HVAC/Mechanical Technician/Contractor  
Facilities Services Department

**Mission, Vision, and Core Values:** Commits to fully support Moore Norman's mission, vision, core values, and culture:

***Mission***

Preparing for success, changing lives, building better tomorrows.

***Vision***

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

***Core Values***

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

***Culture***

The Moore Norman Way – *staying above the line*

**Job Objective:** Performs under direction of Project Manager, Facilities Services - skilled/full journeyman duties to provide a safe and environmentally comfortable campus while maintaining efficiency of operations. An incumbent in this position will follow generally standardized operating policies and procedures. Incumbent must utilize discretion, ingenuity and independent judgment. Since there may be several ways to solve a problem, an incumbent is free to choose the solution within established rules and procedures of the school.

### QUALIFICATIONS

***Education:*** High School diploma/GED or equivalent experience is required in lieu of high school training.

***Credentials:*** Oklahoma Contractor's license required in order to act and be listed as MNTC's mechanical "contractor of record".  
Knowledge of Boilers and Chiller systems highly preferred.  
Refrigerant Recovery Certification.  
Valid Oklahoma driver's license and acceptable driving record as appropriate

### ***Special Knowledge, Skill or Ability***

- Experience with Metasys computer-controlled HVAC systems or similar building automation platforms
- Proficient computer skills; able to learn Facilities Maintenance System software
- Must have basic communication skills to exchange information, give/receive simple instructions and respond to inquiries
- Performs data recording/record keeping operations
- Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages
- Reads and interprets complex written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material
- Must be able to read labels, blueprints, and schematics
- Possesses manual dexterity/visual ability to operate hand and power tools
- Must have mental requirement to understand and follow instructions and avoid safety problems
- Satisfactory personal conduct and integrity
- Ability to work well with others
- Reliable, dependable, and punctual attendance
- Available to work weekends or after hours

***Experience:*** Six years in the heating and air conditioning field; formal education/training may substitute for some on the job experience.

***Reports to:*** Project Manager, Facilities Services

***Contact with Others:*** An incumbent in this position has regular contact by telephone, remotely, or in person with the public, and other employees, for the efficient exchange of information.

### ***Essential Duties and Responsibilities***

- 1) Strengthens relationships by developing students and clients and staff, partnering with businesses and schools and collaborating with community leaders through participating in school or community activities.
- 2) Focuses on being a leader within the organization through personal accountability, active problem solving and positive forward thinking while also being a team player.
- 3) Focuses on continual improvement to assure quality products and excellent services to our customers and stakeholders.
- 4) Troubleshoots, performs routine maintenance and repairs, and helps install air conditioning, heating and refrigeration equipment.
- 5) Troubleshoots, maintains, and repairs low pressure hot water boilers.
- 6) Maintains and repairs natural gas-type heating units.
- 7) Maintains and repairs Johnson Controls Digital System electronic and pneumatic controls.
- 8) Maintains, repairs, alters, and installs air handling units and associated valves, strainers, controls, ducts, grills, motors, fans, filters, fiberglass pipe insulation and fittings.
- 9) Maintains, repairs, alters or installs refrigeration equipment such as walk-in freezers, ice machines, cooking equipment, and other kitchen equipment.
- 10) Maintains and repairs air compressors, hot water heaters, and various pumps. Performs preventive maintenance to equipment.
- 11) Operates Facilities Maintenance System Computer.
- 12) Informs supervisor of parts, equipment and other supplies that are necessary to do job.
- 13) Ensures that work area and tools are properly maintained.
- 14) Available on-call including nights and weekends as necessary
- 15) Performs general facilities maintenance as required
- 16) Performs other duties as assigned.
- 17) Required to attain permits as required for internal purposes, and performs installation as needed.

***Supervision Exercised:*** An incumbent in this position does not directly supervise except he/she may give direction to other employees assisting with a specific job, will be responsible for mentoring internal apprentices, ensuring their development.

### ***Physical/Mental Requirements and Working Conditions***

- Ability to stand/walk 6-8 hours per day
- Requires occasional to frequent bending/stooping, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (to 40 feet) and reaching above the shoulders
- Requires frequent carrying/lifting of up to 50 pounds and occasional lifting from 55 to 90 pounds carrying refrigerator drums to roof top, ladders, freon, vacuum pump, and changing out compressors
- Possesses hearing to distinguish normal/abnormal sounds
- Ability to climb ladders and work within confined spaces
- Ability to see problems and dangers in low visibility situations
- Requires working on unprotected heights (18 ft. ladder and roof)
- Required to work in close proximity to machinery (boilers/air handlers)
- Requires working in the outdoors with temperature changes; driving motorized equipment (vans and lifts); exposure to pressurized gas (freon), liquids, high voltages and working on live circuits
- Possesses hearing/speaking ability to communicate with fellow workers and the students/public. Must be able to do job safely and efficiently
- This is not an exhaustive list and reasonable accommodations will be made as needed

***Environment/ Working Conditions:*** Office, lab, indoors, outdoors, remote, and workshop setting

### ***Equipment Knowledge***

- Uses tools to include Volt Amp Ohm meters, freon gauges, refrigerant reclaimed machine, recovery/recycle equipment, machine press, drills, vacuum pumps, and welding (oxygen acetylene) torches.
- Must be able to drive vehicle
- Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training
- Ability to work outdoors with temperature changes, operating motorized equipment, and exposure to dust and fumes which can be toxic, etc.
- Will be required to use PPE as required
- May be required to wear a safety belt/strap to lift heavy objects

***Terms of Employment:*** Per Board Policy

***Duration of Contract:*** 12-months

**FLSA Classification:** Non-exempt

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy.

**Approved:** I have read the job description for which I have been hired and agree to the responsibilities listed above.

Employee

Date \_\_\_\_\_

Supervisor

Date \_\_\_\_\_