TITLE:	**HVAC Technician**	**STATUS:**	**Non-Exempt / At-Will**
REPORTS TO:	**Director of Maintenance**	**TERMS:**	**238 + 9 Holidays**
DEPARTMENT:	**Maintenance**	**PAY GRADE:**	**AX8**

PRIMARY PURPOSE:

To keep the district's air conditioning, heating, ventilation, and refrigeration in such a state of operating excellence that they present no problem or interruptions to the educational program.

QUALIFICATIONS:

Education/Certification:

Appropriately licensed/certified as an air conditioning and heating mechanic.

Special Knowledge/Skills:

Acceptable skill in performing a wide variety of tasks requiring an understanding and proficiency of air conditioning,heating, ventilation, and refrigeration.
Ability to repair and maintain ice machines and refrigeration appliances.
Ability to read and understand operating instructions and write reports.
Ability to lift and transport 70 pounds over a distance of 10 feet without assistance.
Valid driver's license and be able to drive a district vehicle
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Performing a wide variety of tasks requiring an understanding of and proficiency of air conditioning repair and installation.

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

On call 24 hours a day, 7 days a week. Continuous walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Ability to lift and transport 70 pounds a distance of ten feet without assistance. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent district-wide travel. Maintain emotional control under stress.

Essential Functions:

1. Diagnose and make all necessary air conditioning and heating repairs and installations of school facilities.
2. Assist in all necessary repairs to grounds, buildings, and equipment.
3. Assist with new construction and renovations, as required.
4. Establish and maintain an efficient and effective system of routing and preventative maintenance.
5. Promote, follow and maintain high standards/practices of safety and good housekeeping in all working conditions.
6. Demonstrate acceptable radio transmission practices.
7. Demonstrate acceptable managerial and supervisory duties, when appropriate.
8. Assist with the management of inventory documentation.

EQUIPMENT USED:

Air conditioning/heating parts, equipment for new construction and renovations, etc.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____	_____	_____
Signature	Printed Name	Date