

Renton School District Job Description

HVAC Technician

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: The Director of Facilities Services

Bargaining Unit: American Federation of Teachers (AFT)

FLSA Status: Hourly, Non-exempt

Level: HVAC

Primary Purpose

Under the direction of the Facilities and Operations Manager, the HVAC Technician performs skill work on various systems of HVAC equipment, heat pumps, thermostats, gas furnaces, food service equipment, air-handling equipment, motors, drives, belts, mechanical, and DDC controls, and other related devices. In addition, the HVAC Technician will perform repair/replacement duties as assigned on dampers, filters, low/high voltage electronics, and other equipment associated with heating, ventilating, and air conditioning systems.

Minimum Qualifications

1. Hold a valid union journeyman card, a valid Washington State Journeyman Certificate, or have four (4) years experience in the trade and meet the requirements of the job description as determined by the Facilities Manager.
2. Hold a valid Washington State driver's license.
3. Must demonstrate ability to work independently with minimum supervision.
4. Ability to communicate effectively in the English language both verbally and in writing.
5. Demonstrated ability to perform the responsibilities listed.
6. DDC controls training preferred.
7. Have CFC Certification or ability to obtain within six months.

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Repair/replace HVAC and equipment including but not limited to compressors, driers, evaporators, piping, filters, drives, electrical sensors, relays, heating and cooling coils, fans, various heaters, thermostats, valves, actuators, dampers, controls, piping, ducting and other associated components.
2. Operate, maintain, adjust, inspect, and calibrate all refrigeration system safeguards to support warehouse requirements per manufacturer specifications.
3. Diagnose and repair electrical, mechanical, safety and other problems associated with HVAC and refrigeration systems.
4. Make new installations when required.

5. Perform all tasks in accordance with approved safety practices and in compliance with laws, regulations, and School District policies and procedures.
6. Maintain a current status on regulations and skill work pertaining to hazardous materials handling and disposal of items, including but not limited to refrigerants, compressors, and other regulated waste.
7. May assist other crafts-persons in performance of repairs as directed.
8. Read and understand manufacturer's maintenance guides, schematics and blueprints.
9. Accomplish all necessary repairs, calibrations, adjustments and diagnostic protocol, both internal and external in order to maintain all systems and units in safe and efficient operating condition.
10. Maintain regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
11. Perform related duties as may be assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to perform self-directed job responsibilities in a timely and efficient manner.
2. Demonstrated ability to learn and apply new skills.
3. Demonstrated skills in organization and time management.
4. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
5. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
6. Demonstrated ability to lift up to 100 pounds.
7. Demonstrated ability to carry up to 100 pounds occasionally and up to 50 pounds regularly.