

Waverly-Shell Rock Community School District



Job Title: HVAC/PLUMBING/ELECTRICAL TECHNICIAN

Reports to: Building and Grounds Supervisor
May occasionally take direction from Building Administration.

Status: Hourly

FLSA Status: Non-Exempt

Date Revised: January, 2026

BASIC FUNCTION: The Facilities Technician is responsible for the maintenance, repair, and safe operation of HVAC, plumbing, electrical systems, and grounds equipment throughout the school campus. This role ensures a safe, comfortable, and functional environment for students, staff, and visitors by responding to work orders, performing preventative maintenance, and addressing urgent facility needs.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent; technical/vocational training in HVAC, building maintenance, or related field preferred.
- 3-5 years of experience in HVAC, plumbing, and/or electrical maintenance (commercial or institutional preferred).
- Demonstrated experience with hot water and low-pressure steam boilers (operation, maintenance, and basic controls).
- Working knowledge of plumbing, electricity, steam systems, and mechanical equipment.
- Ability to read/interpret work orders, schematics, wiring diagrams, PM procedures, and O&M; manuals.
- Proficiency with BAS navigation and basic programming/parameter changes (e.g., trends, alarms, schedules).
- Strong troubleshooting skills and a track record of safe work practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

HVAC

- Inspect, maintain, and repair HVAC systems including boilers, chillers, rooftop units, air handlers, and ventilation systems.
- Monitor system performance and make adjustments to ensure proper temperature, humidity, and air quality.
- Perform seasonal changeovers and preventative maintenance.

Plumbing

- Install, maintain, and repair plumbing systems including water lines, drains, fixtures, toilets, sinks, and drinking fountains.
- Respond to leaks, clogs, water pressure issues, and emergency plumbing situations.
- Ensure compliance with applicable codes and health regulations.

Electrical

- Troubleshoot and repair electrical systems, lighting, outlets, switches, panels, and controls.
- Replace ballasts, fixtures, and basic components as needed.
- Ensure electrical systems are safe, code-compliant, and reliable.

General Facilities Support

- Respond to maintenance requests and emergency calls in a timely manner.
- Maintain accurate records of work performed, parts used, and inspections completed.

- Coordinate with outside vendors and contractors when specialized work is required.
- Follow all safety procedures, district policies, and regulatory requirements.
- Support special events, seasonal needs, and campus set-ups as required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

In a typical Workday, Frequency of task is indicated by D, M, or W.	Time: R – Rarely (<1 rep/Day) O – Occasionally (1-100/day) F – Frequently (101-500/day) C - Continuously (500+/day)		Frequency: D – Daily M – Monthly W - Weekly		Notes:
Physical Demands	R (<1 /day)	O (1-33%)	F (34-66%)	C (67-100%)	
Standing			D		
Sitting			D		
Walking				D	
Balancing		D			
Bending		D			
Squatting		D			
Kneeling		M			
Below Shoulder Reaching			D		
Above Shoulder Reaching		D			
Crawling		M			
Climbing		D			A-Frame Structure (8) Ladder (10) Stairs (20)
Sustained Trunk Bending		Up to 3 min W			
Sustained Reaching		Up to 5 min W			
Sustained Crouching	Up to 2 min M				
Twisting		D			
Jogging	R				

Material Handling: Lifting/Carrying/Moving Requirements

Time: R – Rarely (<1 rep/Day) O – Occasionally (1-100/day) F – Frequently (101-500/day) C - Continuously (500+/day)	Frequency: D – Daily M – Monthly W - Weekly
Note: "Lifted" includes pushing and pulling effort while stationary "Carried" includes pushing and pulling effort while walking	

Items	Approx. Weight & Distance	Lifted	Carried

Bilateral Lift: Working Materials Typically, to and from Storage or Two person lift objects onto transport cart	Stacking from cart from floor to Chest 50# Floor to 72" up to 30 pounds Heavier Buddy Lift Knee to Waist: 70#	Frequency: Daily – Rare to do repetitive Heavy lifting activity	Frequency: -Occasional Weekly 100' max and has cart if needed
Bilateral Carry: - Full 5 Gallon Bucket - Mop Bucket - Chairs	50# Liquid in 5 Gallon Bucket; Max distance 20 feet Double handed Chair Carry for event set up No greater than 20# for 50 feet	Frequency: Seasonal, but would do multiple times / week some seasons	Frequency: with heavy bilateral carry or unilateral carry is daily but usually not significant in frequency 1-4x a shift
Push/Pull: -Bleacher Sections -Mop Bucket -Push/Pull Cart -Tables on Wheels and organizing in Cafeteria	Bleacher Sections Short Distance 32" height; Force up to 72# of force push and pull Mop Bucket is light weight Carts or Tables occasionally up to 50# of force	Frequency: Occasional heavy loads and short distance required max of 50 feet and as needed with assistance of co-worker	Frequency: Occasional as well due to less than daily need and assist of carts as needed; Carts work well and little force for push/pull when loaded

Items Carried On Person: NA

NOTE: The physical demands described above represent real-life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be for individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. (Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material-handling equipment.)

CLOTHING/PERSONAL PROTECTIVE EQUIPMENT:

- Safety glasses, rubber-toed shoes/boots (no open toes), street clothes.
- Outdoor clothing including coats, boots, gloves, and hat dependent on outside environmental conditions.
- Rubber gloves, boots, face shield, aprons, and respirators provided based on job duties.

EQUIPMENT/TOOLS:

- Essential hand tools, power tools, electrical and diagnostic tools, cleaning chemicals, buffers, auto scrubbers, dump and plow truck, commercial mowers, push mowers, trimmers, shovels, 2-wheeled carts, dollies, salt spreaders, snow blowers, hoses, ladders, and extendable ladder.

EVALUATION:

- Performance of this job will be evaluated in accordance with board policy.
- Evaluation is the responsibility of the buildings and grounds director or designee.

DISCLAIMER:

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or, in any way, modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

It is the policy of the Waverly-Shell Rock Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and socioeconomic status in its educational programs and its employment practices.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____