

JOB DESCRIPTION

Location: MAINT

Effective: 10-14

Approved: AJ



SHELTON SCHOOL DISTRICT #309 Shelton, Washington

MAINTENANCE HVAC SPECIALIST

JOB SUMMARY:

The job of “Maintenance HVAC Specialist” is done for the purpose of providing industry-certified HVAC Services the ensure safety and efficiency in facility operations; maintaining a preventive program; documenting information; and resolving immediate operational and/or safety concerns.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Maintenance HVAC Specialist performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Coordinates with other staff for the purpose of completing HVAC projects/work orders efficiently.
2. Inspects HVAC systems and their components for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance.
3. Installs HVAC equipment for the purpose of maintaining safe and efficient conditions.
4. Prepares documentation for the purpose of providing written support and/or conveying information.
5. Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
6. Repairs systems requiring the skills of an industry-certified HVAC specialist.
7. Responds to emergency situations for the purpose of resolving immediate safety concerns.
8. Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
9. Assists other personnel as may be required for the purpose of supporting them in the completion of work activities.
10. Designs electrical system/projects for the purpose of implementing new layouts.
11. Requests quotations for the purpose of providing cost information, purchasing and securing items.
12. Other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skills to operate hand and power tools used in HVAC work, read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.

Knowledge of methods and use of materials, tools and equipment used in HVAC work, appropriate building codes, standards for safe use of equipment.

Abilities to stand for prolonged periods, perform a variety of skilled tasks, understand and carry out oral and written instructions, establish priorities, work independently with minimal supervision. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

WORKING CONDITIONS:

Working conditions for this job includes standing for prolonged periods, performing a variety of skilled tasks, understanding and carrying out oral and written instructions, establishing priorities, working independently with minimal supervision. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent.

Specialized HVAC industry certification.

Prior job related experience in industry-certified HVAC services preferred.

Valid Driver's License and evidence of insurability.

Continued training necessary to stay current on licensing requirements.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, specialized HVAC industry certification.

REPORTS TO: Director of Maintenance.

TERMS OF EMPLOYMENT:

Salary and benefits according to adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provision of Washington State Law and the bargained agreement.