

**Job Description**

Job Title: **Commercial Kitchen Appliance/HVAC Technician** Job Code: **090317**  
 Job Family: **Trades** FLSA Status: **Non-Exempt**  
 Pay Program: **Classified** Pay Range: **G 28**  
 Prepared/Revised Date: **January 2013** Typical Work Year: **12 months**

**SUMMARY:** Responsible for overseeing maintaining, repairing and replacing commercial kitchen appliances, commercial refrigeration equipment and HVAC equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Analyze, troubleshoot, install, rebuild, adjust and replace commercial kitchen appliances, commercial refrigeration equipment and HVAC equipment. May include, but not limited to: Walk-ins, steamers, convection ovens, dishwashers, booster heaters, warmers, exhaust hoods, serving lines, ice machines, bearings, motors, heat exchanges, boilers, air conditioner compressors, exhaust systems and chillers.	D	35%
2. Performs major and/or minor repair, as well preventative and corrective maintenance of commercial kitchen appliances, commercial refrigeration and HVAC equipment,.	D	35%
3. Order, track, record and maintain inventory parts for commercial kitchen appliances, commercial refrigeration equipment and all HVAC equipment.	D	3%
4. Inspect and verify the operation and safety of the commercial kitchen appliances, commercial refrigeration and HVAC equipment	D	2%
5. Responsible for coordination and prioritizing repair tasks to respond in a timely manner and provide timely repairs and reduced downtime. Repair and maintain all low voltage, equipment voltage and control voltages. Respond to emergencies in building during scheduled hours as well as afterhours, including on call for nutrition services and HVAC emergencies.		5%
6. Responsible for attending new equipment training, training staff and demonstrating proper safe use and operation of equipment to staff. Identify and correct unsafe conditions and practices. Identify, document and notify supervisors and managers of damage, abuse and negligent use of equipment.	W	5%
7. Track work orders, inventory and communicate status to appropriate personnel.	W	5%
8. Commission new kitchens and equipment installation.	M	5%
9. Assist in management of warranties.	M	3%
10. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Courses in kitchen commercial appliance repair and preventative maintenance.
- Minimum of five (5) years experience in kitchen commercial appliance repairs, preventive maintenance programs, and HVAC service and repair.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- E.P.A. /C.F.C. Certification required upon hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced troubleshooting and repair of commercial kitchen systems and HVAC/R systems is required.
- Knowledge of equipment used in the district kitchens, i.e. hoods, ice machines, dish machines, gas and electric steamers, ranges, convection ovens, hot cabinets commercial walk-in and reach-in freezers and coolers etc. Advanced knowledge of HVAC/R systems and component level diagnostic skills.

- Ability to demonstrate proper safe use of equipment to staff.
- Knowledge to operate commercial kitchen equipment.
- Read and understand Health Department regulations.
- Ability to prioritize tasks, train and instruct.
- Advanced mechanical skills and ability to read and understand blueprints, schematics, O/M manuals and interpret internal system pressure.
- Knowledge of commercial refrigeration required upon hire.
- Knowledge of 460 volt, AC circuit and advanced troubleshooting skills preferred at hire.
- Personal computer, keyboarding, and computerized maintenance software skills.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to develop PM programs based on industry and manufacturer standards.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, computerized maintenance software and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic hand tools and other specialized commercial kitchen and HVAC system tools.
- Operating knowledge of refrigerant recovery equipment, vacuum pump, gauges, scales electronic leak detectors, preferred.
- Operating knowledge of digital meters, amp probes, digital thermostats and manometer, computerized air quality meters, DDC controls and computer control systems preferred.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Mechanical and Energy Manager and Enterprise Services Director	050301 and 5028

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Document purchases made on district credit card for department. Work within prescribed budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds			X	
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	