

Job Title: **HVAC Technician**  
 Job Family: **Trades**  
 Pay Program: **Classified**  
 Work Year: **12 months**

Job Code: **1453**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G28**

**SUMMARY:** Responsible for overseeing and maintaining and repairing all district HVAC equipment. Specific duties include repairing, rebuilding and replacing bearings, motors, heat exchanges, air conditioning compressors, heating boilers, ventilation and air conditioning systems; order and maintain inventory. Respond to departmental emergencies and participate in the HVAC on call program.

**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.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment and geo thermal systems such as, but not limited to, bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods.	D	65%
2. Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and building automation systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations.	D	20%
3. Order and maintain inventory of heating, ventilating and air conditioning parts through the use of district information technology systems.	D	5%
4. Inspect and verify the operation and safety of all heating boilers, roof top units, air handling units and ventilation systems.	D	5%
5. Repair and maintain all aspects of high voltage controls, equipment voltage and control voltages. Respond to emergencies in building.	D	4%
6. Perform other job-related duties as assigned.	D	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Certificate or degree from accredited/approved HVAC technical school required.
- Minimum of two (2) years of similar or relevant experience required.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Current E.P.A./C.F.C. certification or the ability to obtain.
- Ability to successfully complete a pre-hire, post-offer physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced troubleshooting and repair on HVAC/R systems.
- Advanced mechanical skills and ability to read and understand blueprints and schematics.
- Knowledge of refrigerants and ability to interpret internal system pressure.
- Knowledge of voltage systems and controls, AC/DC circuit and advanced troubleshooting skills.
- Advanced knowledge of HVAC/R systems and component level diagnostic skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to respond to departmental emergencies and participate in the HVAC on call program.

- 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.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers 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 HVAC tools.
- Operating knowledge of refrigerant recovery equipment and vacuum pump.
- Operating knowledge of analog and digital meters; computerized air quality meters; DD DDC controls and computer control systems.
- Operating knowledge of manual lifts district vehicles preferred at hire; required within three months after entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	HVAC Technician, Lead	1491

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				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		

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

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
Work in confined spaces			X	

VISION DEMANDS:	Required
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	