

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Maintenance Worker/HVAC Technician

Classification: Maintenance/Grounds

REPORTS TO: Maintenance Supervisor

PURPOSE STATEMENT

The Maintenance Worker/HVAC Technician will perform a variety of skilled and semi-skilled tasks related primarily to HVAC but will assist in other maintenance areas as needed.

Employees in this class are responsible for the efficient functioning of the district's heating and ventilation systems. The employee will independently troubleshoot heating, ventilation, or air conditioning problems, recommend parts needed and work procedures to maintain efficient functioning of HVAC and energy management control systems within the school district.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Install, modify, troubleshoot, test and repair all district heating, ventilating and air-conditioning equipment and energy management control systems.
- Layout, fabricate and install mechanical, pneumatic, electrical and electronic temperature controls for heating and ventilating systems and components.
- Inspect air-conditioning and refrigeration units for evidence of refrigerant leaks or mechanical damage
- Maintain operate and repair electrical, mechanical and structural systems for all district facilities
- May perform duties related to carpentry, masonry, painting, plastering, plumbing, steam fitting, mechanical or electrical work, machinists trades, etc.
- Order and stock temperature controls, valves, and related parts
- Keep all HVAC systems in a safe and serviceable condition and operating in compliance with state and local codes.
- Operate, maintain and repair power tools and equipment used to perform essential duties.
- Operate automotive equipment to transport materials and supplies.
- Report misuse or abuse of facilities and equipment to the Maintenance Supervisor
- Follow district policies and procedures and directions from the Maintenance Supervisor.
- Coordinate major repairs or additions to heating, air-conditioning and ventilating equipment with the Maintenance Supervisor.
- Responds to district emergencies.
- Ability to prioritize electronic work orders, complete ordering, requisitions, estimates, and repairs then finalize work orders online.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Knowledge and skills in areas related to the items described in the essential functions of the job
- Knowledge of electricity and electrical and heating, ventilation and air conditioning systems.
- Knowledge of electrical codes.
- Knowledge of digital, pneumatic, electric and electronic temperature controls
- Knowledge of preventative maintenance programs
- Knowledge of tools and HVAC equipment operation
- Knowledge and application of safety procedures related to essential functions
- Skills using computer applications
- Skills in verbal and written communication
- Ability to work independently or as a team
- Ability to properly and safely lift heavy loads.
- Ability to perform duties assigned via written or verbal orders
- Ability to establish and maintain effective working relationships with staff, independent contractors & vendors.
- Ability to present a professional appearance and attitude
- Ability to be flexible and organize work and set priorities
- Ability to successfully complete advanced technical training courses concerning electricity and HVAC equipment operation and maintenance.
- Ability to exercise sensitivity in dealing with individual of diverse socio-economic background, cognitive and physical abilities and individuals with diverse cultural and ethnic backgrounds.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The position requires visual concentration, dexterity, and precision. Required to lift and carry heavy objects; required to stand for prolonged periods. Required to work at heights; may be exposed to danger when working with or near high-voltage panels. The employee may be exposed to inclement weather and possibly working at heights in inclement weather.

Experience & Education High School Diploma or equivalent. Three years experience in the maintenance and repair of HVAC systems or any combination of training and experience which would likely provide the required level of expertise and ability.

Special Requirements

- Valid Washington State driver's license
- State Electricians License
- HVAC Certification (or willingness to be trained in this area)
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HSV Training (obtain within 60 days of hire date-district provided)

- Sexual Harassment Training (obtain within 60 days of hire date-district provided)
- Right to Know Training (obtain within 60 days of hire date – district provided)

Continuing Ed./Training

Certificates

HVAC Certification
State Electricians License

FLSA Status:

Non-Exempt

Salary Range:

Per PSE Salary Schedule A (\$22.72 – \$25.34)

Classification History

Job Description Developed: 10/08

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.