



NEW:  
07/01/2012

JOB TITLE:	HVAC TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8348
BARGAINING UNIT:	CLAE

**SCOPE OF RESPONSIBILITIES**

Maintains heating, ventilating and air conditioning systems in a safe and efficient operating condition for all centers in the school district.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Maintains all boiler safety controls in a safe operating condition
- Maintains, repairs and replaces gas; gas/oil or oil fired burners
- Maintains, repairs and replaces all electrical/electronic components of heating and air conditioning equipment
- Maintains, repairs and replaces all chillers and associated controls
- Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units
- Repairs and rebuilds semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines
- Maintains, repairs and replaces all forced air furnaces and unit heaters
- Maintains, repairs and replaces all water treatment equipment
- Completes accurate work orders with respect to labor and material used
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Completed an apprenticeship or equivalent training
- Three (3) years experience in commercial heating, air conditioning and controls
- Valid Universal Certification for Refrigerants Removal and Recycling and Purchasing
- Valid Kentucky HVAC Journeyman license
- Complete and thorough understanding of mechanical systems
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience with centrifugal refrigeration machines

