



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

HVAC Technician

JOB SUMMARY:

Installing, maintaining, and repairing heating, ventilation, and air conditioning (HVAC) systems in all district buildings.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Completion of an HVAC training program or apprenticeship.
3. Valid HVAC Technician certification (EPA Section 608 Certification for refrigerants required).
4. Current First Aid/CPR certification is preferred but not required.
5. Valid driver's license with a clean driving record.
6. At least 3-5 years of experience as an HVAC Technician, preferably in a commercial or institutional setting such as schools or government buildings.
7. Experience with a variety of HVAC systems, including split systems, rooftop units, heat pumps, and chillers.
8. Knowledge of building automation systems (BAS) and energy management systems is a plus.
9. Strong experience with troubleshooting and repairs of HVAC systems, including electrical and mechanical components.
10. Strong knowledge of HVAC systems, refrigerants, electrical components, and related technologies.
11. Ability to read and interpret technical manuals, blueprints, and schematics related to HVAC systems.
12. Strong problem-solving and diagnostic skills to troubleshoot complex HVAC issues.
13. Proficient in the use of HVAC tools and equipment, including gauges, meters, and diagnostic tools.
14. Strong communication and interpersonal skills to work effectively with school staff, vendors, and external contractors.

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15. Ability to work independently, manage time effectively, and prioritize tasks in a school environment.
16. Ability to lift and carry heavy objects (up to 50 lbs).
17. Ability to work in confined spaces, such as attics, crawlspaces, and on rooftops.
18. Ability to work in a variety of environmental conditions, including varying temperatures and weather conditions.
19. Ability to stand, kneel, bend, and climb ladders for extended periods.

REPORTS TO:

Facilities Director

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

Install, maintain, and repair HVAC systems, including heating units, air conditioning units, ventilation systems, and air handlers in school buildings.

1. Install, maintain, and repair HVAC systems, including heating units, air conditioning units, ventilation systems, and air handlers in school buildings.
2. Perform routine maintenance on HVAC systems, including checking air filters, cleaning coils, inspecting belts, and checking refrigerant levels.
3. Ensure HVAC systems are working efficiently by performing regular inspections, adjusting controls, and replacing parts as needed.
4. Calibrate and balance air distribution systems to maintain proper airflow, temperature, and humidity levels.
5. Diagnose HVAC problems, including mechanical failures, electrical malfunctions, and system inefficiencies.
6. Repair or replace components such as compressors, pumps, motors, thermostats, and control systems to restore systems to full functionality.
7. Respond to emergency HVAC repairs to minimize disruption to school operations, ensuring climate control systems are restored quickly.
8. Work to optimize energy use and reduce costs by maintaining energy-efficient HVAC systems and recommending upgrades as needed.
9. Assist in monitoring and adjusting building energy management systems (BEMS) to ensure energy conservation practices are in place and adhered to.
10. Maintain accurate records of HVAC system inspections, maintenance, repairs, and replacements.

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11. Ensure HVAC systems meet all local, state, and federal codes, as well as environmental regulations.
12. Keep current on HVAC trends, codes, and technology to ensure school systems are up to date with best practices.
13. Collaborate with the facilities team to schedule HVAC maintenance and repairs in coordination with school activities to minimize disruption.
14. Communicate effectively with school administrators, staff, and vendors regarding HVAC issues, including repairs, scheduled maintenance, and system updates.
15. Provide training and guidance to other maintenance staff as necessary, especially when assisting with HVAC-related tasks.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____

