

TITLE: LEAD HVAC TECHNICIAN AND MAINTENANCE SUPERVISOR

QUALIFICATIONS:

- a. High school diploma or general education degree (GED) with five or more years of progressively responsible experience working with complex HVAC systems and equipment including chillers, boilers, package units, VAV systems (direct digital, pneumatic and automated control systems), heavy rigging, pipe and steel fabrication experience.
- b. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, plans, sketches, blueprints, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- c. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- d. Must have pipe welding certification. Possession of a valid appropriate driver's permit issued by the State of Illinois.
- e. Health examination for new employee part-time or full-time:
 1. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Director of Buildings & Grounds

JOB GOAL: Contribute to the efficient operation of Central Office.

PERFORMANCE RESPONSIBILITIES:

Performs skilled technical work in the maintenance, repair, replacement, and installation of heating, air conditioning and refrigeration equipment, controls and distribution systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Installs, troubleshoots and repairs heating, air conditioning and refrigeration units, including chillers, boilers and heat pumps

Troubleshoots malfunctioning heating, air conditioning and refrigeration systems to determine the cause of the malfunction

Performs scheduled maintenance inspections, and adjusts, cleans and calibrates various systems to assure proper system operations

Repairs wiring and electronic components associated with automated building management systems

Replaces expansion valves, compressors, motors, coil units and other component parts

Cleans refrigerant systems from hermetic burnouts, evacuates, and charges systems

Troubleshoots and repairs direct digital and pneumatic control systems

Checks distribution systems for proper velocity, volume, temperature, pressure, etc.

Balances air and water treatment systems

Determines cause of and corrects condensation problems

Provides technical assistance with the design of HVAC systems including installations and modifications to existing systems

Assists in training other technicians and staff in preventative maintenance of HVAC systems

Prepares records and reports describing procedures, actions taken and recommended solutions

Prepares and submits requests for supplies and equipment

Responds to emergency service requests

Supervise work of other technicians and maintenance crew

Knowledge of pertinent rules and regulations, guidelines, safety orders, departmental operating procedures and safety regulations sufficient to insure that work is performed in compliance with applicable law.

Enforces sound safety and housekeeping practices.

Follows safety rules/procedures; avoid known hazards in the work environment.

Reviews safety procedures before beginning each job with known hazards.

Safety first. Places avoidance of injury or property damage above all other job requirements.

Follows established safety procedures.

May be required to wear some type of respiratory protection in the performance of their duties

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is regularly required to stand. The employee must be physically able to operate a variety of machinery and equipment including electronic and diagnostic tools, recovery equipment and other HVAC equipment. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Specific vision abilities required by this job include ability to adjust focus and to differentiate between colors and shades of color.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some exposure to potentially harmful chemicals or materials may occur.

TERMS OF EMPLOYMENT:

Works twelve (12) months. Salary shall be established by the Board of Education after consideration of the recommendations of the Superintendent.

EVALUATION:

Evaluated annually by the assigned administrator.

APPROVED BY THE BOARD OF EDUCATION ON _____.