



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

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**TITLE:**

HVAC Preventative Maintenance Technician

**JOB SUMMARY:**

Performs routine inspections, maintenance, and servicing of HVAC systems across district buildings to ensure they operate efficiently, reliably, and safely.

**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 2-3 years of experience working in HVAC maintenance, with a focus on preventative maintenance in commercial or institutional environments (preferably in schools or large facilities).
7. Experience with a wide variety of HVAC systems, including split systems, rooftop units, heat pumps, and air handlers.
8. Knowledge of building automation systems (BAS) or energy management systems (EMS) is a plus.
9. Strong understanding of HVAC diagnostic tools and troubleshooting techniques.
10. In-depth knowledge of HVAC systems, including mechanical and electrical components, as well as energy efficiency best practices.
11. Ability to read and interpret technical manuals, schematics, and blueprints related to HVAC systems.
12. Proficient in the use of HVAC maintenance tools, diagnostic instruments, and troubleshooting software.
13. Strong attention to detail and the ability to identify minor issues before they become major repairs.

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14. Excellent time management skills and the ability to prioritize multiple tasks effectively.
15. Strong communication skills to work collaboratively with other maintenance staff and school administrators.
16. Ability to lift and carry heavy materials (up to 50 lbs).
17. Ability to work in confined spaces, such as attics, basements, and mechanical rooms.
18. Ability to work in various environmental conditions, including varying temperatures and weather conditions.
19. Ability to climb ladders and work at heights when necessary.
20. Manual dexterity for handling HVAC tools and performing detailed maintenance tasks.

**REPORTS TO:**

Facilities Director

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Perform scheduled preventative maintenance on HVAC systems, including heating units, air conditioning units, ventilation systems, and air handlers in all district buildings.
2. Replace air filters, inspect ductwork for blockages, clean coils, check refrigerant levels, and inspect motors, belts, and electrical components.
3. Lubricate moving parts and ensure proper system calibration for maximum efficiency.
4. Inspect and test thermostats, humidifiers, dehumidifiers, and other HVAC system components to ensure proper functioning.
5. Conduct regular system diagnostics to ensure HVAC systems are operating within optimal parameters, adjusting for performance as necessary.
6. Monitor energy usage and identify opportunities for increased energy efficiency and cost savings in HVAC operations.
7. Record system conditions, report abnormal findings, and track maintenance activities in a detailed maintenance log.
8. Identify potential issues before they become major problems by performing in-depth inspections of HVAC equipment.
9. Work proactively to prevent system malfunctions by replacing worn components, addressing leaks, and ensuring the integrity of refrigerant systems.
10. Respond to system malfunctions or inefficiencies promptly, troubleshooting and resolving minor issues as part of routine maintenance.

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11. Maintain accurate and up-to-date records of all preventative maintenance activities, including equipment inspections, repairs, and replacements.
12. Ensure compliance with local, state, and federal regulations regarding HVAC systems, including the proper handling of refrigerants and adherence to energy efficiency standards.
13. Keep track of warranty information for HVAC equipment and ensure timely servicing and part replacement under warranty.
14. Work closely with other maintenance staff to coordinate maintenance schedules and minimize disruptions to school activities.
15. Provide recommendations for HVAC upgrades, repairs, and system replacements to improve building comfort, reduce energy consumption, and extend system lifespan.
16. Assist in maintaining accurate inventory of HVAC parts and tools, ensuring that necessary supplies are readily available for preventative maintenance tasks.
17. Follow all safety protocols when servicing HVAC equipment, including lockout/tagout procedures, safe refrigerant handling, and using appropriate personal protective equipment (PPE).
18. Ensure that HVAC systems meet all health and safety codes, including air quality and ventilation standards, to ensure a safe environment for students and staff.
19. Promote energy-efficient practices by keeping HVAC systems optimized and minimizing waste

**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.

**Initial & Date** \_\_\_\_\_

*Board Approval Date:*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_