



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VII – HVAC TECH II**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 32	
Term of Employment: 12 months	Date: October 25, 2016
Shift: Day/Night	Approved by: Human Resources

POSITION SUMMARY:

Assists in necessary and related maintenance, service, troubleshooting and repair in all phases of District owned central plants and the related computer controls, heating, ventilating, air conditioning and mechanical equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Diagnoses field problems; repairs, overhauls and installs air conditions, refrigeration, heat exchangers, ventilation, and related equipment and appurtenances, including compressors, coils, fans, standard controls, and EMS control systems.
- Repairs and maintains heating, ventilating and air conditioning (HVAC) pneumatic, electrical, and digital HVAC controls.
- Adjusts and calibrates pneumatic/electronic devices to balance the HVAC systems.
- Troubleshoots and tests controls using test gauges, amp meters, hydrothermographs and computers.
- Maintains and recharges multiple types of HVAC units throughout the district.
- Maintains a working knowledge of all related building codes and knows how to research same for proper requirements.
- Maintains preventative maintenance documentation on all assigned equipment.
- Performs all necessary work to complete work orders as Assigned.
- Maintain in good working order the Freon reclaim units to meet state requirements.
- Is able to read and understand blueprints and related electrical schematics.
- Assists in maintaining cooling towers cleanliness and chemical balance.
- Assists in all related operation, programming and maintenance of (EMS) Energy Management Systems and central plant equipment and systems.

- Maintains a suitable up-to-date knowledge of the programs related to the central plants, both EMS/mechanical related equipment through the maintenance supervisors.
- Inspects work areas in order to perceive or detect problems, need for repair or maintenance or other factors of a routine or similar nature affecting manual work to be done.
- Maintains knowledge of Electronic Management System including relays (24V) and fuses (220-240 and 480); interfaces with electrical system locating and repairing problems; locates and trouble shoots problems with HVAC system including repair or relay of information to contracted HVAC repair company or companies.
- Assists, as needed, with state and city code compliance issues.
- Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling, and instruction.
- Fills out requisitions in preparation for typing, based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit in conjunction with supervisor.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Is subject to call outs during evening, weekends or holidays if emergency repairs and/or maintenance are needed.

SUPERVISORY RESPONSIBILITIES:

- Assists and trains less experienced personnel.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- A minimum of 4 years proven experience in the skilled trade or craft (equipment operator) and/or training; or equivalent combination of both.

ADVANCEMENT REQUIREMENTS FROM HVAC TECH I LEVEL:

- May attain this level of HVAC Tech II after 4 years of service at HVAC Tech I, and meet all testing requirements.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.