



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VIII – HVAC TECH III**

Position Type: <b>Classified</b>	Department: <b>Facilities</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Facilities Director</b>
Salary Range: <b>33</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 26, 2016</b>
Shift: <b>Day/Night</b>	Approved by: <b>Human Resources</b>

### **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.
- Maintains 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 (HVAC) and/or training; or equivalent combination of both.

**ADVANCEMENT REQUIREMENTS FROM HVAC TECH I LEVEL:**

- May attain this level of HVAC Tech III after 4 years of related experience and 3 years of service with the district in the related craft (HVAC Tech II).

**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.*