

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Boiler/Chiller Technician

Department: Maintenance

Grade J
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: October 2022

Reports To: Team Leader

Purpose of Job

The purpose of this job is to install and repair boilers, chillers, air compressors and cooling systems for the school system. Duties include, but are not limited to: checking gauges, maintaining trunk lines, replacing defective apparatus, providing preventative maintenance and performing additional tasks as assigned by the Assistant Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to work requests from Building Maintenance Dispatcher.

Installs, services and repairs boilers, chillers, air compressors and cooling towers and circulation pumps, including glycol and chemical testing; checks for safety, integrity and energy efficiency; trouble shoots all systems.

Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications; connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source.

Ensures proper recovery and installation of a wide variety of refrigerants in a wide variety of HVAC/Mechanical equipment; maintains proper records for refrigerant usage and disposal.

Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment; installs evaporator unit in chassis or in air-duct system. Installs and maintains water heaters of various sizes.

Measures, cuts, bends, threads, assembles and installs conduit using such tools as hacksaw, pipe threader and conduit bender. Installs and repairs hot and chilled water lines for building heating/cooling systems.

Checks and maintains gas settings - LP and Natural, air pressure, orifices, burners, gauges, site glasses, blow-cock valves, gaskets, water feeders, electrical wiring and ice storage systems.

Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or (Equivalent) and Vocational or technical school training required, with a minimum of three years HVAC repair/Boiler-Chiller repair and maintenance experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required. Must obtain and maintain a universal refrigeration certification required by the Environmental Protection Agency.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and heating and air-conditioning practices as they pertain to the performance of duties relating to the job of Boiler/Chiller Technician. Has thorough knowledge of heating and air-conditioning practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be physically able to operate a variety of machinery and equipment which includes an air handler, heat pump, cooling unit, recovery machine, vacuum pump, lift, pressure gauge, multi-meter, probe, leak detector, regulator, ladder, welding equipment, hand tools, etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date