

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

Job Title: HVAC Technician**Department: Maintenance**

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

Job Description**Date Reviewed: July 2018****Reports To: HVAC Team Leader****Purpose of Job**

The purpose of this job is to install and repair heating and cooling equipment for the Clarksville-Montgomery County School System. Duties include, but are not limited to: assisting in the fabrication of ductwork, replacing defective apparatus, preparing documentation, providing preventative maintenance and performing additional tasks as assigned by the Supervisor. The HVAC Technician also responds to routine and emergency service calls.

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.

Installs, services and repairs environmental-control systems, utilizing knowledge of refrigeration theory, pipefitting and structural layout, as well as VRF systems, mini-split systems, and make-up air systems. Must have knowledge of sensor devices such as temperature, pressure, electrical, humidity, and air velocity.

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

Knowledge of electrical principals and properties to include low and high voltage, single and three phase systems needed.

Provides preventative maintenance and service to the following equipment: window air conditioners, single zone roof top units - gas heat, multi-zone roof top units - hot water, ceiling hung units - hot water and gas, wall units - electrical, central units - gas and electric, gym fans, bathroom fans, kitchen fans and classroom unit ventilators.

Must be able to use test equipment such as gauges, scales, electric meters and other test equipment. Trouble-shooting skills and mechanical skills needed for repairing of all types of HVAC equipment. Changes filters and belts, repairs pulleys, bearings, fans, actuators on all HVAC equipment to ensure proper operation.

Assists in fabricating, assembling and installing ductwork and chassis parts, using portable metal working tools and welding equipment; installs evaporator unit in chassis or in air-duct system.

Measures, cuts, bend, threads, assembles and installs conduit using such tools as hacksaw, pipe threaders and conduit bender.

Assist boiler/chiller personnel in performance of their duties; checks for safety, integrity and energy efficiency; trouble shoots all systems.

Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards; ensures that the work areas are clean and free of debris during and after servicing equipment.

Observes all safety standards that are required by the job task; ensures that proper hygiene is maintained and the maintenance uniform is worn and cleaned, as required.

Performs various errands as assigned (e.g., purchasing parts and supplies; transporting materials, etc.). Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate. Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.

Requires working knowledge of all types HVAC systems. Required to inspect work performed by contractors to ensure proper installation and operation of equipment. Advises supervisor of findings.

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.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED) required, with a minimum of three years of heating, ventilating and air conditioning system installation and repair experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Tennessee Driver's License. Requires Universal EPA Refrigerant Recovery Certification.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of HVAC Technician. Has general knowledge of heating, ventilating, and air conditioning equipment installation and repair 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: 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 use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of HVAC Technician. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of HVAC Technician.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of HVAC Technician.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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