

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

Job Title: HVAC Technician

Department: Maintenance

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

Job Description

Date Reviewed: October 2022

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.

Responds to work requests from Building Maintenance Dispatcher.

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.

Must have knowledge of sensor device, natural gas, propane, and hydronic systems.

Knowledge of electrical principals and properties to include low and high voltage, single and three phase systems needed, and knowledge of installing and troubleshooting VFD drives.

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.

Fabricates, assembles, and installs 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 and 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.

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.

Ensures proper recovery of refrigerant from and disposal of refrigeration equipment being disposed of in accordance with proper EPA regulations.

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

Installs and recovers a wide variety of different refrigerants; maintains proper records of refrigerant usage.

Responds to routine and emergency service calls. 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, in regards to equipment maintenance, work orders, scheduled maintenance reports.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Capable of calculating necessary materials for a given job.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or Equivalent) 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 thorough 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 thorough 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.

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 over 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