

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

Job Title: Lead HVAC Technician

Department: Maintenance

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

Job Description

Date Reviewed: July 2023

Reports To: Assistant Manager

Purpose of Job

The purpose of this job is to perform skilled work functions associated with installation, repair and maintenance of heating, ventilating, and air conditioning systems, boilers, chillers, cooling towers, air compressors, and cooling systems, pumps, replacing defective apparatus, testing chemicals in buildings loops, cooling towers and in proper ranges. Duties and responsibilities include installing/repairing heating, ventilating and air conditioning systems and related equipment; performing general and preventive maintenance; installing and recovering refrigerants; responding to routine and emergency service calls; operating various tools and equipment; preparing documentation; and performing other duties as assigned.

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.

Serves as Team Leader for all HVAC, boiler/chiller, and plumbing personnel, refrigeration/appliance repair technician, Building Automation Technician, and HVAC Equipment Installer.

Installs and repairs boilers, chillers, cooling towers, pumps, air compressors, heating, ventilating, and air conditioning systems and related equipment. Installs and repairs gas water heaters.

Performs general and preventive maintenance on boilers, chillers, cooling towers, pumps, air compressors, heating/cooling equipment (e.g. changing filters, cleaning condenser coils, etc.). Requires individual to be exposed to sun and weather conditions for long periods of time. Also required to work in conditions of high dust and pollen count.

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

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

Tests machinery, equipment and parts for proper operations.

Responds to routine and emergency service calls including after-hours calls.

Operates various tools and equipment (e.g., 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.).

Reads and interprets blueprints, construction drawings, etc.

Performs various errands as assigned (e.g., purchasing parts and supplies; transporting materials, etc.).

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.

Must have knowledge of electrical principles and properties to include low and high voltage, single and three-phase systems.

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.

Utilizes computer to diagnose, to repair, and configure software based equipment issues.

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

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.

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

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

Provide first line supervision to all employees in the HVAC, boiler, chiller, and plumbing field, supervision will include providing leadership, giving direction, evaluating completed work, training, mentoring, coaching, providing input on employee evaluations, recommending rewards and corrective actions, team

building.

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 five years of heating, boiler, chiller, 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 comprehensive 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 Lead HVAC Technician. Has comprehensive 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 judgement 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 pound 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.

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

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

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