

LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

JOB DESCRIPTION

POSITION: HVAC Technician/Maintenance Worker IV

REPORTS TO: Executive Director of Facilities and Operations
Facilities and Operations Manager

DIRECTS:

SUMMARY: Under the supervision of the Facilities and Operations Manager, the HVAC Maintenance Technician will install, repair, operate and maintain the district heating, ventilating and air-conditioning equipment and energy management control systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain heating, cooling and ventilation systems.
- Diagnose, troubleshoot, repair and correct HVAC problems.
- Interpret plans and specifications to maintain, repair, install and inspect HVAC systems.
- Ensure the safety of installations, repairs and compliance with codes.
- Repair, maintain and troubleshoot refrigeration equipment
- Provide back up for the plumber as needed.
- Install, modify, troubleshoot, test and repair all district heating, ventilating and air-conditioning equipment and management control systems.
- Install mechanical pneumatic, electrical and electronic temperature controls for heating and ventilating systems and components.
- Inspect air-conditioning and refrigeration units for evidence of refrigerant leaks or mechanical damage.
- May perform duties related to carpentry, masonry, painting, plastering, plumbing, steam fitting, mechanical or electrical work, machinists trades, etc.
- Order and stock temperature controls, valves and related parts.
- Keep all HVAC systems in a safe and serviceable condition.
- Operate, maintain and repair power tools and equipment used to perform essential duties.
- Operate automotive equipment to transport materials and supplies.
- Understand and practice all safety procedures and requirements of the maintenance trades
- Maintain professional manner.
- Observe strict confidentiality regarding student and personnel information.
- Demonstrate professionalism through conduct, punctuality, and minimal absences.
- Provide written reports as may be requested.
- Other duties may be assigned.

EDUCATION/LICENSE/PERMIT REQUIREMENTS:

- High School graduate, or equivalent
- Valid Washington State Refrigeration License
- Low Voltage ELO 6A
- Valid Washington State Driver's License and a clean driving record.
- Valid First Aid/CPR card or willingness to obtain and maintain

LANGUAGE SKILLS

Ability to read, comprehend, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff, students, and vendors.

MATHEMATICAL SKILLS

Ability to calculate and apply concepts of technical and general mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

QUALIFICATIONS-EDUCATION AND EXPERIENCE:

- Knowledge of gas and oil fired boilers, gas and electric furnaces, heat pumps, unit ventilators, refrigeration, circulating pumps, pneumatic controls, air handling units, etc.
- Knowledge of “Alerton EMS” controls and related other energy management systems.
- Perform high work on staging, ladders, and aerial lifts; using fall protection as required.
- Senior level knowledge and experience working in one or more building trade craft
- Demonstrated strong human relations while working with a wide range of internal and external clients
- Strong written and oral communication skills
- Ability to Operate efficiently and safely operate hand tools and motorized equipment
- Ability to work in high or confined/enclosed spaces
- Ability to read county and city road maps in relation to addresses
- Ability to work independently as well as under the direction of others
- Ability to be an effective team player
- Ability to remain flexible in working with change in priorities
- Willingness to learn and apply new skills to accommodate a changing work environment
- Ability to establish and maintain effective working relationships with students and staff
- Ability to perform duties with awareness of District requirements and Board policies
- Verifiable successful employment history demonstrating dependability and good attendance
- Must be versatile, self- motivated and challenged by unusual jobs and variety of work.
- Ability to organize workload, define priorities, and complete tasks in an efficient and timely manner
- Demonstrated knowledge and skills in utilizing DDC systems.
- Demonstrated knowledge and skills in reading blueprints

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and climb ladders. The employee must occasionally lift and/or move supplies or equipment weighing up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee regularly works both indoors and outdoors. The employee will work with or near motorized tools and mechanical equipment. While performing the duties of this job, the employee will occasionally work in high areas such as on rooftops or scaffolding, and/or work in confined spaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students, other employees, and public.

PRIMARY WORKING RELATIONSHIPS:

1. Department Supervisor
2. Other maintenance and grounds personnel
3. Building and district personnel

EVALUATION: Will be evaluated annually by the Facilities and Operations Manager, or other as deemed appropriate.

TERMS OF EMPLOYMENT:

Work Days:	260 days per year
Vacation Days:	Per PSE of Lake Stevens Collective Bargaining Agreement
Salary:	Per PSE of Lake Stevens Collective Bargaining Agreement

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.