

USD 261 EDUCATIONAL SUPPORT STAFF

POSITION DESCRIPTION

POSITION TITLE: **HVAC**

SUPERVISOR: Director of Facilities

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have at least 2 years maintenance experience on gas/electric heating units and all types of window or central air conditioning units.
3. Must hold HVAC certification
4. A working knowledge of occupational hazards and safety precautions in the trade.
5. Valid Kansas driver's license.
6. Maintain current TB testing as required by Health Department regulations (after an employment offer is made).

ESSENTIAL FUNCTIONS:

1. Maintain school buildings in top condition to ensure full and productive uses of district facilities.
2. Determine HVAC requirements in each building and ensure that all HVAC and electrical work meets code.
3. Perform HVAC and electrical work including repair as well as wiring buildings and equipment.
4. Repair or replace HVAC control system components.
5. Charges air condition systems with refrigerant and evacuate systems as required.
6. Require skills in manufacturing and dismantling as well as repair work.
7. Keep equipment and work area clean and orderly.
8. Must be able to read and understand blueprints.
9. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis.
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noises, crowded environments with numerous interruptions.

TERMS OF EMPLOYMENT

At will

PERFORMANCE REVIEW

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.