

Window Rock Unified School District No. 8
Position Description

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| Position Title | HVAC Technician |
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Date Revised May, 2003
Status Classified
Salary Level H
Work Year 12 months

- Qualifications**
Certificates/Licenses
- Two year technical degree or equivalent training
 - Minimum of five years experience in one or more trades, preferably electrical and plumbing
 - CFC (Chlorofluorocarbons) certified at a Universal level
 - Valid Arizona Drivers License

Job Goal Maintains the daily operation of heating and cooling units throughout the District through preventive maintenance and repairs as needed.

- Essential Duties**
- Completes assigned work orders relative to troubleshooting HVAC systems, cookers, boilers, pumps, freezers, gas furnaces and appliances, electrical controls, hot water heaters and similar equipment.
 - Performs scheduled and routine monitoring and testing of all types of HVAC systems.
 - Provides regular preventative maintenance programs for all HVAC related machinery and equipment.
 - Rebuilds water pumps and pneumatic valves, retrofits old equipment and updates new equipment with electrical components and controls.
 - Provides training and guidance to other maintenance staff in the solving of problems; provides direct assistance on difficult and complex equipment problems.
 - Assists with the planning for and installation of equipment and ductwork.
 - Assists the hazardous chemicals program for the District; ensures that securing, handling and disposing of chemicals and refrigerants are in compliance with regulations related to reclamation and recycling.
 - Ensures that all necessary tools and parts are available for repairs.
 - Cleans and maintains tools and equipment used in work.
 - May assist with security during school activities.
 - Performs standby duty in order to respond to urgent calls.
 - Performs other duties as assigned.

Physical Effort Frequent, considerable physical exertion
Working Environment Routine discomforts and/or risks from exposure to noise and dirt or dust, extreme temperatures, toxic chemicals and/or risks of cuts, bruises or burns

Supervision Given None
Supervision Received Director of Buildings and Grounds

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Personnel Director

Date

Employee signature

Date

Board approved: