

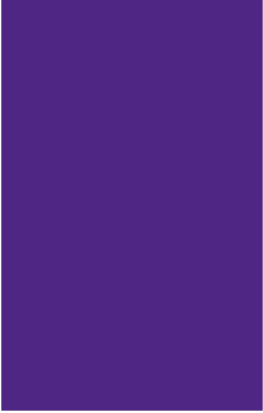
# SPRING HILL SCHOOL DISTRICT



## Maintenance

<b>Title</b>	<b>HVAC Technician</b>
<b>Purpose</b>	The HVAC Technician performs skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment. to ensure full and productive use of district heating and cooling equipment. To accomplish these tasks the Facility Maintenance Worker must work closely with the staff and administration of USD 230.
<b>Supervision</b>	Director of Facilities
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Fringe benefits as scheduled by the Board of Education.</li><li>• 12 Sick Days leave per year, accumulative to seventy (70) days</li><li>• 1 Day Personal leave per year, un-accumulative. One (1) additional personal day may be taken and deducted from sick leave.</li><li>• 2 Days Bereavement leave per year, un-accumulative. One (1) other bereavement day may be taken and deducted from sick leave.</li><li>• Vacation .83 days per month = 10 days per year (1-5 years of employment, 15 days per year (6 + years of employment)</li><li>• 13 paid holidays</li></ul>
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• High School diploma or equivalent.</li><li>• 2+ years of experience as an HVAC technician, and willingness to continue education in the HVAC field.</li><li>• Preferred associates degree and/or certifications related to HVAC/R installation, operation and maintenance.</li><li>• EPA 608 universal certification.</li><li>• Valid driver's license.</li><li>• Must be able to lift 80 lbs.</li><li>• Must be able to work off a ladder.</li><li>• Understanding of advanced principles of air conditioning, refrigeration and heating.</li><li>• Working knowledge of boiler systems.</li><li>• Proficient in welding in soldering applicable to the HVAC trade and refrigeration. Proficient in electrical diagnoses and use of electrical tools applicable to the HVAC trade and refrigeration.</li><li>• Excellent written, verbal and interpersonal communication skills.</li><li>• Proficient in reading schematics and work plans.</li><li>• Ability to work after hours, over weekends and on public holidays with short notice.</li><li>• Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.</li></ul>

	<ul style="list-style-type: none"> <li>● Desire to continue professional growth.</li> </ul>
<b>Physical Requirements &amp; Conditions</b>	<ul style="list-style-type: none"> <li>● Requires prolonged sitting or standing.</li> <li>● Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 80 lbs.</li> <li>● Requires stooping, kneeling, crawling, bending, turning, and reaching.</li> <li>● Requires climbing and balancing.</li> <li>● Must work indoors and outdoors year-round.</li> <li>● Must work in noisy and crowded environments.</li> <li>● Must work in and around dust, fumes, and odors.</li> <li>● Must be able to drive a mechanical vehicle.</li> <li>● Must be able to work in high places.</li> <li>● Must be able to work in confined spaces.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>● Maintain the HVAC systems in school buildings and District Offices in top condition to ensure full and productive use of district facilities.</li> <li>● Ensure that all activities conform to district guidelines.</li> <li>● Communicate effectively with all members of the school district and community.</li> <li>● React to change productively and handle other tasks as assigned.</li> <li>● Appropriately operate all equipment and machinery as necessary.</li> <li>● Support the value of an education.</li> <li>● Support the philosophy and vision of USD 230.</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>● Installing, maintaining and repairing ventilation and air conditioning systems and equipment.</li> <li>● Conduct regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air conditioning equipment, and make necessary adjustments or repairs; service and repair evaporative coolers</li> <li>● Identifying maintenance risks on equipment.</li> <li>● Diagnosing electrical and mechanical faults for HVAC systems.</li> <li>● Cleaning, adjusting and repairing systems, and performing warranty services.</li> <li>● Performing emergency repairs promptly and efficiently.</li> <li>● Providing technical direction and on-the-job training.</li> <li>● Keeping daily logs and records of all maintenance functions.</li> <li>● Ensuring compliance with appliance standards and with Occupational Health and Safety Act.</li> <li>● Complying with service standards, work instructions and customers' requirements.</li> <li>● Maintain a safe and clean working environment for students, staff, and patrons.</li> <li>● Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.</li> <li>● Other duties as assigned by the Director of Facilities or Administrative Staff.</li> <li>● experiencing academic or behavior problems.</li> <li>● Initiate and maintain positive involvement with parents.</li> <li>● Assist with the activities of student organizations.</li> <li>● Inform administration immediately of any conditions detrimental to the health, safety, or orderly delivery of educational services.</li> </ul>

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- Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
  - Work positively toward meeting identified district and building improvement goals.
  - Obtain advance approval of the Principal for all activities and expenditures.
  - Adhere to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.
  - Other duties as assigned by the Principal, or other Administrative Staff.

6/13/22