



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **HVAC Technician Journeyman**
 Job Family: **Maintenance**
 Prepared/Revised Date: **January 29, 2020**

FLSA Status: **Non-Exempt**
 Pay Range: **MT35H**
 Job Code: **62003**

SUMMARY: Program, inspect, troubleshoot, maintain and repair heating, ventilation and air-conditioning (HVAC) equipment and control systems. Identify and suggest ideas and obtain estimates for possible HVAC retrofits for space use changes. Provide a safe and comfortable environment for teachers, students, staff and community. Assist apprentice level HVAC staff in repair of all HVAC equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers, cooling towers and exhaust hoods.	D	55%
2. Perform preventative maintenance on all HVAC related equipment. Inspect and verify the operation and safety of all heating boilers, roof top units, air handling units and ventilation systems.	D	20%
3. Inspect control systems, maintain appropriate operating schedules and adjust as needed to maximize comfort and energy savings.	D	5%
4. Maintain records of service calls, preventative maintenance history and equipment/parts inventory utilizing the District's computerized maintenance management system.	D	5%
5. Assist HVAC Apprentice with troubleshooting and repair of equipment.	D	5%
6. Maintain updated drawings and other documents relating to District HVAC control systems.	D	2%
7. Maintain backup database files for direct digital controls.	D	2%
8. Implement and monitor alarming capabilities for District HVAC control systems.	D	2%
9. Attend work and arrive in a timely manner.	D	1%
10. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in HVAC equipment installation, repair and maintenance resulting in journeyman level experience
- More than three years and up to and including five years of experience in commercial HVAC equipment installation, repair and maintenance

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements



- Valid Colorado driver’s license
- E.P.A/C.F.C. certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to read and understand blueprints and schematics
- Knowledge of refrigerants and the ability to interpret internal system pressure
- Knowledge of HVAC/R systems and component level diagnostic skills
- Knowledge of International Mechanical Code and International Plumbing Code
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic hand tools and other specialized HVAC tools required
- Operating knowledge of refrigerant recovery equipment and vacuum pump required
- Operating knowledge of analog and digital meters, computerized air quality meters, DD DDC controls and computer control systems preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	