



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **HVAC Department Head**
 Job Family: **Maintenance**
 Prepared/Revised Date: **January 29, 2020**

FLSA Status: **Non-Exempt**
 Pay Range: **MT45H**
 Job Code: **62002**

SUMMARY: Oversee, rebuild, repair, and maintain all district HVAC equipment. Provide leadership, coaching, mentoring, and guidance for HVAC team. Work directly with Planning, Design and Construction Department in designing new construction projects, remodels, and HVAC retrofit systems. Maintain up-to-date database for all district 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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

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. Maintain hands-on approach by working on district work orders and projects. Analyze, troubleshoot, install, repair, adjust, and replace mechanical equipment, including bearings, motors, heat exchanges, air-conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers, cooling towers and exhaust hoods.	D	50%
2. Provide leadership and guidance to department employees, ensuring priority and comfort calls are addressed correctly. Assist staff as needed in the repairing, rebuilding, adjusting, replacing, and maintaining of all HVAC mechanical equipment.	D	7%
3. Record and maintain computerized maintenance management work order system to provide accurate account of work completed at all district facilities.	D	5%
4. Meet with HVAC staff to keep informed on employee workload, accomplishments, and to collaborate on parts and equipment necessary to keep district buildings running correctly.	D	5%
5. Troubleshoot electrical, electronic, and pneumatic circuits with or without schematics.	D	5%
6. Ensure safe and proper operations of all building heating and air-conditioning systems.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Counsel, plan, and supervise the implementation of HVAC projects with principals, staff members, and other building maintenance staff for site use changes.	M	5%
9. Plan and develop HVAC operational budgets, capital renewal, and bond projects in areas of responsibility.	M	5%
10. Meet with outside sales to introduce new equipment and ideas.	M	1%
11. Respond to emergency repair calls 24 hours a day as needed.	M	1%
12. Develop plans and/or review mechanical engineering designs for new district buildings, remodels, and infrastructure replacement.	Q	5%
13. Track and monitor refrigerant usage for compliance with state and federal guidelines.	A	3%
14. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in commercial heating, ventilation, and air conditioning (HVAC) equipment
- More than five years of experience in progressive commercial HVAC installation and maintenance required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Colorado driver’s license
- EPA refrigerant certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- 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 Word, Excel, PowerPoint, Outlook, 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 varied large complex commercial HVAC units is required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	HVAC DEPARTMENT HEAD	# of EMPLOYEES
Direct reports:	Master, Journeyman, and Apprentice HVAC Technicians	5

- Responsible for assisting with: interviewing, hiring, and training employees; appraising performance, disciplining and terminating employees; planning, assigning, and directing work; and addressing complaints and resolving department issues



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
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	