



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **HVAC Technician**  
Job Family: **Maintenance**  
Prepared/Revised Date: **May 23, 2018**

FLSA Status: **Non-Exempt**  
Pay Range: **MT25H**  
Job Code: **62001**

**SUMMARY:** Under direct supervision of a Journeyman or Master Heating, Ventilation, and Air Conditioning (HVAC) Technician, the technician will receive the required work experience and training to assist in the repair, replacement and maintenance of district heating, ventilation and air conditioning equipment. The technician will assist in providing a safe and comfortable environment for teachers, students, staff and community members.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist with the inspection, repair, maintenance, preventative maintenance and installation on air compressors, HVAC equipment (including swamp coolers, chillers, air handling units, steam boilers, cabinet heaters, cooling towers and piping).	D	35%
2. Assist with the cleaning, repair or replacement of belts, filters, coils, bearings, motors, shafts, volutes, etc. Oil bearings.	D	20%
3. Assist with the monitoring of equipment through the direct digital system (DDS). Read or interpret building and mechanical drawings.	D	10%
4. Keep accurate records of HVAC work completed throughout the district utilizing the district's automated work order management system. Maintain records of service call and preventative maintenance. Maintain inventory spreadsheets and equipment location mapping.	D	10%
5. Assist in troubleshooting and calibrating electric, electronic, and pneumatic controls.	D	10%
6. Attend work and arrive in a timely manner.	D	1%
7. Perform general coil cleaning in compliance with state, city and storm water regulations.	M	5%
8. Identify and suggest ideas for possible HVAC retro-fits for space use changes.	M	5%
9. Ability to respond to emergency repair calls 24 hours a day as needed.	M	1%
10. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school or short-term courses in HVAC equipment repair and maintenance
- General maintenance and/or repair of facilities experience preferred

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills

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- 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
- 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.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	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	
Stoop, kneel, crouch, or crawl			X	
Talk				
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				
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	