



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **HVAC Technician Master**
Job Family: **Maintenance**
Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Non-Exempt**
Pay Range: **MT40H**
Job Code: **62004**

SUMMARY: Program, inspect, maintain, and repair heating, ventilation, and air-conditioning (HVAC) equipment and control systems. Work on pneumatic temperature controls, troubleshoot equipment problems, and identify suggestions and ideas for possible HVAC retrofits for space use changes. Provide a safe and comfortable environment for teachers, students, and District staff. Assume department responsibilities when department head is unavailable.

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. Install and maintain commercial heating, ventilation, and air-conditioning (HVAC) equipment including computerized control systems and cooling towers.	D	20%
2. Repair, rebuild, and perform preventive maintenance on all district HVAC-related equipment.	D	20%
3. Inspect control systems and adjust as needed to maximize building comfort and energy efficiency.	D	15%
4. Maintain records of service calls, preventative maintenance history, and equipment/parts inventory using the district's computerized maintenance management system.	D	15%
5. Assist HVAC journeyman and apprentice with troubleshooting and repair of all HVAC equipment and controls.	D	10%
6. Attend work and arrive in a timely manner.	D	1%
7. Maintain updated drawings and other documentations relating to district HVAC control systems.	W	3%
8. Assist in maintaining appropriate operating schedules for HVAC systems to maximize energy savings.	W	3%
9. Maintain backup database files for direct digital controls.	W	2%
10. Troubleshoot electrical, electronic, and pneumatic circuits with or without schematics.	M	5%
11. Implement and monitor alarming capabilities of district HVAC control systems.	M	3%
12. Assist with HVAC department administrative responsibilities, and assume responsibilities when department head is unavailable. Respond to emergency repair calls 24 hours a day as needed.	M	2%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

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



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- 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 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 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 varied large complex commercial HVAC units is required
- Operating knowledge of direct digital control systems required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	HVAC TECHNICIAN MASTER	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; and addressing complaints and resolving problems

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	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feel			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



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

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