

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/16	HVAC PREVENTATIVE MAINTENANCE	2.5.16
Effective Date	Job Title	Index

### **PURPOSE**

To positively impact student achievement by performing a variety of journey level work throughout all District facilities, specific to preventative maintenance of heating and cooling equipment.

### **CLASS CHARACTERISTICS**

This is the journey level class in the maintenance worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform complex maintenance repair work, requiring journey level experience, in those trades which involve technical practices and repair procedures. Will provide occasional and intermittent technical assistance to lower classifications.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher level maintenance worker. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

Will exercise technical supervision over less experienced maintenance personnel. May coordinate and schedule the work of outside contractors.

### **EXAMPLES OF DUTIES – may include, but are not limited to, the following:**

Conducts monthly, quarterly, semi- annual, and annual preventive maintenance programs on HVAC equipment and systems; places all equipment and systems on preventive maintenance schedules; executes not only preventive maintenance activities recommended by equipment vendors, but also those determined to be necessary by the District maintenance department for increasing mean time between failures - and extending the useful life of equipment and systems.

Perform standard preventative maintenance tasks of various pieces of equipment in accordance with manufacturer's standards, including filter changes, lubrication of bearings and related, inspect/tighten electrical connections, test and inspect steam traps, etc.

Complete minor equipment adjustments and repair, including but not limited to belt replacement/adjustment, sheave alignment and set screw adjustment, chilled water and heating coil cleaning, Y-strainer cleaning and servicing, evaporator and condensing coil cleaning, maintain and treat condensate pans, test and document bearing vibration analysis.

Order materials needed; maintains records as necessary using District purchasing rules. Manage, track, and organize inventory of tools and parts.

Identify, evaluate and make recommendations related to equipment condition in order to prevent and/or minimize equipment failures.

Prepare and maintain HVAC records. Documents work orders completed; preventive maintenance accomplished; repairs performed and parts replaced.

Assist on special projects as may be identified by the Facilities staff.

Maintain regular and consistent attendance and punctuality. Performing related duties consistent with job description and assignment.

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Ventilation and refrigeration theory.

Practices, methods, materials, and equipment used in the maintenance and repair of ventilation, air conditioning, and environmental control equipment.

Roof top air handlers with chilled water coils, gas fired heating, and direct expansion or mechanical cooling.

Mini split cooling systems, mini split heat pumps.

Chilled water and hot water coils with DDC and pneumatic actuators, pneumatic and DDC operated variable air volume boxes, pneumatic operating mixing boxes, and pneumatic air stations, thermostats and steam valves.

Chilled and hot water pump and motors.

Heating and domestic water circulating pumps.

Water pumps and exhaust fans.

Energy management systems.

Basic electricity.

Design and operation of pneumatic control systems.

HVAC tools, materials, and safe work practices.

HVAC preventative maintenance techniques.

Occupational hazards and applicable safety precautions of the assigned work.

MSD sheets; what they are for and how to use them.

Applicable safety rules, practices, and procedures.

Local, state, and national repair, installation and operation codes.

**Ability to:**

Schedule and prioritize daily calls and preventive maintenance and complete all inspections and tasks within given timeframes.

Execute craft skills such as electrical, heating/air conditioning and plumbing to service various types of HVAC equipment.

Operate computers which control heating and air conditioning; to understand function of computer in operation of the energy management system.

Maintain records of work orders, parts, and preventive maintenance performed.

Diagnose and troubleshoot HVAC systems.

Perform common calculations to determine belt tensions, to translate gauge readings in PSI, etc.

Read and comprehend MSD sheets.

Use test equipment, hand and power tools to diagnose and trouble-shoot equipment malfunctions and systems failures, (including a variety of carpentry, electrical, and plumbing equipment, tools, and machines).

Read and interpret blueprints, schematics, and wiring diagrams.

Operate a vehicle and machines or tools used in maintenance and repair of said tools or machines.

Use technology for word processing, spreadsheets, communication, the work-order database and other related applications and devices, as required.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Experience:**

Minimum of 3 years maintaining, repairing and adjusting HVAC equipment.

**Training:**

High school diploma or equivalent.

Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered in lieu of requirements above.

**Special requirements:**

Possession of a valid Oregon driver's license.

**WORK ENVIRONMENT:**

Work is often done independently, in the field year-round and involves exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

**PHYSICAL REQUIREMENTS:**

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer School District is an equal opportunity employer.

Position: HVAC Preventative Maintenance

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_