JOB PROFILE: **Maintenance Level III – HVAC/R**Reports to: Manager of Maintenance Services

<u>Classification</u>: Facilities - Non-Exempt <u>Hours/Day</u>: 8 Hours/Day <u>Days/Year</u>: 260 Days/Year

Purpose/Summary

The HVAC/R Maintenance Level III Employee, in preparation to become an HVAC/R Journeyman, must be able to work with oversight and guidance to accurately and efficiently complete maintenance on commercial HVAC/R systems.

Essential Duties and Responsibilities

- Supports the function and reliability of systems and associated equipment by implementing a
 preventive maintenance program; operating and testing systems and equipment; restoring, repairing,
 rebuilding, or replacing faulty or inoperative components and parts.
- Supports the installation and repairs of HVAC/R equipment, brazing and soldering; troubleshoots boilers
 and burners, cooling towers, chillers, unit ventilators, refrigeration and heat pump systems, pumps;
 exhaust fans, VAV boxes; dampers, reheat coils; kitchen equipment; ATC/DDC control systems
 including, Pneumatic, Electric, Hydraulic and Electronic systems.
- Performs simple types of brazing and soldering of equipment.
- · Responds and troubleshoots work order requests.
- Maintains safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Actively searches for solutions that can be implemented to improve daily operations, create workplace
 efficiency and promote operational awareness.
- Establishes and maintains working relationships to ensure projects and procedures are following District initiatives.
- Report issues or concerns to direct supervisors.
- Other duties as assigned by the Manager of Maintenance Services or Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.

Education and/or Experience

- High School Diploma or G.E.D.
- Minimum three years' experience in related field
- Experience in HVAC/R maintenance and/or related field and verification of working toward additional certifications.

Certifications, Licenses, Registrations

- Valid PA Driver's License
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Written and/or hands-on testing of the ability to perform the required responsibilities of each position may be required.

Knowledge and Abilities

Training will be provided to update knowledge of current technology and ability to manage information. Ability to understand content to organize, manage and communicate electronically.

<u>Academic Skills</u> – Ability to complete training requirements and technical refresher programs for level of job and complies with District practices and procedures. Ability to read and understand maintenance manuals, schematics and building diagrams and blueprints. Knowledge of ATC/DDC (HVAC) systems and temperature control systems (Pneumatic, Electric, Hydraulic, and Electronic) starters and controls. Ability to learn, understand and apply the ASHRAE, ASME Standards, National Electrical, the BOCA, and UCC codes/requirements for their assigned tasks.

<u>Language Skills</u> – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Ability to listen and be respectful, tactful and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Ability to read, analyze and interpret information in order to effectively communicate with Executive Council, the Superintendent, and key stakeholders.

<u>Math Skills</u> – Knowledge of arithmetic and measurements. Possesses a degree of mechanical aptitude. Able to review, measure, estimate, order, remove and install materials needed to complete assignments.

<u>Technology Skills</u> – Demonstrate competency with up-to-date computer software, including Microsoft Office Suite, Maintenance Work Order System, and Building Energy Management System. Be able to access, generate and analyze data, utilize email, the Internet, Intranet, and use general office equipment and tablet/iPad.

Reasoning Ability - Ability to think critically and problem-solve.

Other Skills and Abilities

- Must possess a high level of interest and initiative in maintaining and advancing his/her skills in the maintenance trade.
- Performs simple types of brazing and soldering of equipment.
- Must be able to use cement, sheet metal, and variety of hand/power tools, when needed.
- Must be a self-starter who independently manages his/her time and work assignments with general oversight and guidance on day-to-day tasks.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Most possess a high level of attention to detail and maintain consistency and accuracy when providing information.
- Must maintain the ability to multi-task and manage competing priorities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands									
successfully perform Demand Characteris	the essential functio tic of Work position a Fourth edition publish	ns of accord aed by	this jo ding to v the L	b. This posit the physical JS Departme	e that must be met by a ion is considered to be demands strength rat nt of Labor. Reasonab essential functions.	e a F ting (HEAVY Physical of the <u>Dictionary</u>		
Sedentary (S)	Light (L)		Medi	um (M)	Heavy (H)	Very Heavy (V)			
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	occasionally, 10 lbs. requently, or lbs. from the properties are constantly or requires valking or standing to lbs.		ing 20-50 lbs sionally, 10-2 equently, or 10 lbs. antly or es frequent ng or climbing	5 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs.	lbs 50 fre 20	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.			
Work Environment	a significant degree		Turrin	ig or cirribing	g. Constantly.				
group professional se	ettings. The majority s related to outdoor a	of tin	ne will ies and	be spent ind d/or travel. T	small group, office, cla oors with consideratio The employee must be	n foi	r adaptability to		
		Prim	ary W	ork Locatio	n				
Office Environment				Shop					
Classroom/Building				Vehicle					
Outdoors			Travel						
	Physical and Non-Physical Demands Key								
C - Continuously	F - Frequently			sionally	R – Rarely		– Never		
2/3 or more of the time	From 1/3 to 2/3 of the time	Up tim		3 of the	Less than 1 hour per week	Ne	ever occurs		
Standing		C		Crawling			0		
Sitting		С		Bending			F		
Walking		C		Twisting			F		
Lifting		C		Climbing			F		
Carrying		C F		Balancing		-	R C		
Pushing/Pulling		F		Vision			C		
Reaching		F		Hearing		-	C		
Handling				Talking Foot Controls			ō		
Fine Dexterity		F		Teamwork		C			
Kneeling Crouching		F		Tedious or exacting work		F			
Time Pressures		Ċ		Noisy or distracting environment		0			
Emergency Situations		F		Multi Building Travel		C			
Frequent Change of		F		Climbing ladders to high places			0		
Irregular Work Sche		Ċ		Other (Specify):					
Multi Tooking				Other (Specify):					

Multi-Tasking

C Other (Specify):

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature	May	
Date of Approval	9/20/21	