

**CLASSIFIED EMPLOYEES
SHAWNEE MISSION PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION: H.V.A.C. Technician

DIVISION: District Operations **DEPARTMENT:** Operations & Maintenance

DAYS SCHEDULED: 260 Days

SALARY SCHEDULE: Skilled Craft/Technical, Grade 9

REPORTS TO: H.V.A.C. Lead Person

I. GENERAL DESCRIPTION

Install and maintain everything in the District that relates to the H.V.A.C. field.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Working on daily work orders.
- B. Working on emergencies from Service Desk.
- C. Working on projects.
- D. Getting parts to complete jobs.
- E. Working with EMS for the District.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. High School diploma or equivalent.
- B. Special training to learn methods, codes, procedures and equipment of trade.
- C. Five years experience in the H.V.A.C. field.
- D. Have certification on refrigerants.
- E. Ability to complete daily and emergency work orders.
- F. To know or have the ability to learn the EMS for the District.
- G. Ability to work safely and effectively on ladders, scaffolding, rigging, roofs of varying heights, as required.
- H. Ability to read and interpret blueprints, sketches, and drawings.
- I. Ability to meet physical requirements needed to perform required duties safely.
- J. Must possess valid motor vehicle operator's license and meet district driving standards annually. See Board Policy EEBA-R for district standards.
- K. Knowledge of materials, procedures, equipment and tools of related crafts.