

JOB DESCRIPTION
Salina Unified School District #305

HVAC/PLUMBING MAINTENANCE TECHNICIAN JOURNEYMAN OR MASTER

Purpose Statement:

The job of HVAC/Plumbing Maintenance Technician Journeyman or Master is done for the purpose/s of maintaining heating/ventilation conditioning systems (HVAC) and building plumbing systems.

Essential Functions

- Coordinates and receives instruction from the HVAC Manager and other immediate supervisors for the purpose of ensuring department and district goals are met and obtained.
- Diagnoses problems and/or failures in heating/air conditioning/refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfortable facilities.
- Maintains and repairs air conditioning systems through the use of computerized automated control system for the purpose of ensuring smooth and efficient operation.
- Maintains and troubleshoots district HVAC equipment for the purpose of ensuring district HVAC needs are met.
- Maintains And Troubleshoots district plumbing systems for the purpose of ensuring district plumbing needs are met.
- Maintains And Troubleshoots district plumbing systems for the purpose of ensuring district plumbing needs are met.
- Performs other duties as assigned by supervisor for the purpose of meeting department expectations and goals.
- Performs periodic on-call emergency service calls for the purpose of ensuring department expectations are met.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Provides Assistance in snow removal for the purpose of ensuring a safe environment.
- Provides Assistance with ground maintenance and stadiums cleaning if needed for the purpose of supporting others in the completion of their work activities.
- Provides Support For other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in heating and ventilating including roof top air conditioning units, chillers, boilers, and have and understanding of plumbing systems. Must maintain accurate reports on system operation and have a understanding of automated system controls. Must be able to properly handle and dispose of environmental identified hazardous waste such as freon.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: read and understand wiring diagrams for the purpose of troubleshooting HVAC equipment. Must be able to read and understand blueprints and understand and work with computers.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with a variety of data; and utilize job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience

Job related experience within specialized field is required.

Education

Community College and/or Vocational School degree with study in job related area.

Required Testing

Pre-employment Physical Exam
Pre-employment Drug Screening
HVAC Mechanical Test

Certificates & Licenses

EPA Certified
Valid Driver's license & Evidence of Insurability
City of Salina Skilled Trades License - Mechanical –
Journeyman and/or
City of Salina Skilled Trades License - Plumbing –
Journeyman or Master

Continuing Educ. / Training

None Specified

Clearances

KBI/FBI Background Check
TB Screening

FLSA Status

Approval Date

Salary Grade

Not Evaluated

Classified Range 26, 28
Depending on license