Job Title: HVAC Technician

Job Summary:
Under the direction and supervision of the Director of Maintenance or designee, the HVAC Technician will assist in maintaining and repairing the district HVAC equipment as necessary and maintain buildings and grounds to meet the requirements of local, state and federal standards.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Maintains all safety and code requirements of the state, local and Board of Education guidelines.
- Perform all work in compliance with local, state and federal standards, regulations and codes.
- Perform minor repairs to assist the Maintenance Department with facility needs.
- Repairs and maintains a variety of chillers, air conditioning and refrigeration units.
- Repairs and maintains burners, gas fired units, domestic hot water systems, steam and water boilers.
- Repairs and maintains air handlers, boilers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment.
- Install, service, repair, and maintain various Energy Management Systems. This includes programming and installation of DDC systems.
- Monitors and coordinates control panels and thermostats of all systems to maintain standard working temperature.
- Performs regular preventive maintenance and boiler water treatment programs for all heating, air-conditioning, and refrigeration equipment.
- Installs and tests new equipment.
- Observe and demonstrate proper operation of power equipment and related items to ensure the safety of the operator and fellow workers.
- Must be able to troubleshoot all HVAC equipment.
- Accurately orders and accounts for material, tools and labor related to assignments.
- Communicate with district personnel concerning goals and means of district energy conservation program.
- Must be able to work various shifts, when required, as a result of extra-curricular activities or emergencies.
- Must be neat, clean, and dress appropriately.
- Ability to respond to district needs on an “on call” basis.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
● The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
● Professionally interact with colleagues, members of the public, and students.
● Comply with all District policies and all applicable laws.
● Perform special assignments and other duties as assigned or required by the supervisor.

**Essential Physical Demands:**
This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all of a combination of several of the following demands:

● Required to be in good physical health, capable of lifting up to 50lbs, working at various heights, and perform various types of physical labor for an 8-hour shift.
● Physical strength to perform strenuous outside work. Physical strength in back, arms, and legs to be able to shovel snow, load and unload power equipment, and carry items while performing the essential job functions.
● Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday. Frequently reach above the head and forward.
● Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
● Required to stand and walk, use hands and fingers to handle or feel objects, be able to hear or talk to others, and have continuous use of hand strength to grasp tools.
● Must be able to climb and carry ladders and use power lifts up to 60 feet high.
● Capable of working at heights with no equilibrium or imbalance problems.
● Must be able to work in adverse weather conditions.
● Health and physical stamina to stand on feet and/or sit for extended periods of time.
● Ability to work quickly and accurately in a fast-paced environment.

**Desired Skills:**

● Ability to learn East Valley’s control systems.
● Ability to weld and silver solder.
● Willing to attend pertinent workshops and training sessions.
● Ability to use air quality instruments and generate reports.
● Demonstrated hydronic and pumping knowledge.
● Ability to read and interpret documents such as, blueprints, safety rules, operating and maintenance instruction manuals and procedure manuals.
● Knowledge of air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment.
● Must be able to operate tools, power or hand, that are related to performing any of the essential job functions.
● Must have a basic understanding of general building maintenance.
● Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
● Demonstrates ability to communicate clearly and effectively in both oral and written communication.
● Working knowledge of district-adopted software, including Microsoft Office.
● Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
• Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
• Demonstrates ability to relate and work effectively with staff and community.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

• High School diploma or equivalent (documentation required at time of application).
• Refrigeration license required (Additional licenses preferred: Gas, Air Conditioning and Boiler).
• Associates degree, or higher, in Applied Science for Heating, Ventilation, Air-conditioning, and Refrigeration or similar training, including; pneumatic system, electric, and electronic controls strongly preferred.
• Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license.
• Ability to safely and legally operate a District provided vehicle.
• Ability to qualify and maintain qualification for District vehicle insurance coverage.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required training within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The HVAC Technician shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Director of Maintenance. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

Classification History:
Job description developed: March 2020

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. ADA/Civil Rights Coordinator: Jane Stencel, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216,
Phone: (509) 241-5025, stencelj@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.