

DE SOTO #73 PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: HVAC Specialist
STATUS: Non-exempt; hourly
REPORTS TO: Director of Facilities
PAY CATEGORY: Non-Exempt Salary Schedule

POSITION SUMMARY: Maintains the heating and air conditioning components of the district's equipment. Provides assistance to other maintenance technicians to complete repair work on district facilities. This position requires working both independently and cooperatively as a team.

UNIVERSAL EXPECTATIONS:

1. Recognize that every position in the district contributes to student academic achievement and serves as a role model for all students.
2. Lead within your department/building to create learning environments and experiences that directly contribute to student academic achievement.
3. Collaborate to identify and respond to student needs in order to support academic achievement.
4. Prepare for work in a way that supports student academic achievement.
5. Engage in positive interactions and strengthen relationships with families and community members to support students' academic achievement.
6. Actively participate in district processes to support continuous improvement aimed at increased student academic achievement.

ESSENTIAL FUNCTIONS:

1. Provides support to increase student academic performance.
 - a. Maintains HVAC equipment, electrical sources, septic system, etc., and ensures peak performance.
 - b. Completes repairs and installation of HVAC and refrigeration equipment.
 - c. Maintains all safety and code requirements of the State, Local and Board of Education guidelines.
 - d. Performs maintenance and repairs to HVAC systems to ensure a comfortable learning environment.
 - e. Assists grounds and custodial personnel with snow removal either manually with snow shovel and/or operation of walk-behind snow blowers/throwers or truck-mounted snow plows.
 - f. Replaces and performs all functions of a bus driver, when needed.
2. Performs duties which assist with supporting the needs of the district, department or students.
 - a. Recommends supplies and equipment for purchase and maintains the inventory of district-owned HVAC tools, equipment, and supplies.
 - b. Estimates costs of HVAC repair projects in terms of labor and material.
 - c. Examines district-owned facilities on a regular basis for purposes of preventative maintenance and safety.
 - d. Performs general labor district wide including, grounds keeping, handling materials and supplies, moving equipment, operating power-driven equipment, truck driving, snow plowing, roofing, mowing, etc.
 - e. Make sure all personal protective equipment is used on assigned tasks (safety glasses and gloves, etc.)
 - f. Ensures all safety precautions are followed at all times.
 - g. Frequently lift and/or move heavy items.
 - h. Follows specific operations and maintenance guidelines for site specific equipment.
 - i. Moves furniture, equipment and materials within and between District facilities.
 - j. Operates a variety of hand and power tools.
 - k. Operates a variety of vehicles.
 - l. Safely works from ladders, scaffolding and riggings.
 - m. Requisitions material supplies, equipment and assistance.
 - n. Keeps tools and equipment in good operating condition.
 - o. Responds to emergency calls to troubleshoot and make building repairs.
3. Regularly communicates with appropriate individuals to support students.
 - a. Prepares a variety of correspondence, reports, and other materials for the purpose of documenting activities, providing written reference, and/or conveying information
 - b. Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction, via telephone, email, and in person.
 - c. Provides effective staff communication; collaborate and resolve conflicts with others.
 - d. Promotes a positive image of De Soto Schools to students, staff and visitors.

4. Create and submit all reports and data required by state and federal law and the Superintendent when requested.
5. Set high expectations and model behaviors that foster mutual respect, integrity, accountability, and commitment.
6. Works cooperatively with other staff members.
7. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with staff, students, and patrons.
8. Regular and consistent attendance is an essential function of this position.
9. Required to follow all Board policies, regulations, and procedures.
10. Performs all other duties as dictated by law and/or assigned by the Superintendent of Schools or designee.

BASIC REQUIREMENTS:

1. HVAC Certification; EPA section 608 certification, experience working with HVAC required.
2. BAS experience preferred.
3. Cooling tower experience preferred.
4. Ability to gain and maintain CDL with appropriate endorsements.
5. Ability to frequently lift, push, and pull up to 100 lbs.
6. Ability to work independently.
7. Excellent human relation skills.
8. Knowledge of office equipment (computers, copiers, fax machines, and related items).

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must talk, listen, hear, and respond. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The foregoing is not an exclusive list, and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised. The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate. The employee interacts with students, staff, and the public. The employee works primarily in a building but may work outside to perform ground work and snow removal, temperatures may range from below 32 degrees to above 100 degrees when working outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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 by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

De Soto #73 Public School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, sexual orientation, gender identity, age, or disability in compliance with employment procedures.