

Gridley Unified School District Job Description

JOB TITLE:	Maintenance / HVAC Technician	DIVISION:	Classified
SALARY LEVEL:	11	DEPARTMENT:	MOT
LOCATION:	District-wide (MOT)	BOARD APPROVED:	07/19/2023
REPORTS TO:	Director of Maintenance, Operations and Transportation or designee		

SUMMARY: Under the supervision of the Director of Maintenance, Operations and Transportation, the Maintenance/HVAC Technician performs a wide variety of complex and technical tasks associated with maintenance, installation, repair, improvement and inspection on buildings, equipment, and service systems utilized by the District. May direct or coordinate the work of other maintenance workers performing summer maintenance and repair work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a full range of mechanical maintenance work involved in the installation, repair and alteration of air conditioners, refrigerators, freezers, walk-in boxes, boilers, circulation pumps, furnaces and other related equipment and systems
- Repair and maintain air conditioning units and HVAC equipment; service, inspect, diagnose and troubleshoot equipment, including compressors, motors, belts, dampers, various controls, pumps and condensers; repair, install, clean and replace compressors and parts; check water condition and level; does other major repairs to heating, ventilation and air conditioning units
- Repair and maintain refrigerators, freezers and walk-in boxes; inspect, diagnose and troubleshoot equipment, including but not limited to time clods, air circulation fans, defrost components, condensing units and valves
- Studies blueprints and diagrams to ascertain layout, location and specification of items to be installed.
- Repair and maintain furnaces; inspect, diagnose and troubleshoot equipment, including time clocks, motors, ignitions, power to main gas valves and control circuits for proper furnace operation
- Repair tools and equipment; service and maintain equipment such as vacuums, hand tools and HVAC systems
- Repair and install fire alarms and clocks; installs and maintains computer cabling (CAT 5), lighting systems and thermostats
- Repair, install, replace and test electrical circuits, equipment, and appliances using hand tools and testing instruments such as an Amp meter, Ohm meters, and Volt meter
- Keeps accurate track of equipment, including the type, model, number and date of installation
- Check building and equipment to locate needed repairs and maintenance; report potential safety hazards to supervisors
- Operate computerized energy management systems; set time schedules, heat/cool settings and pump operation with computer
- Performs electrical maintenance work involved in the repair, installation and alteration of electrical equipment and lighting/electrical systems
- Utilizes the District work order system to plan and organize tasks and enters time and materials used to complete jobs for billing and/or tracking purposes
- Performs rough and finish carpentry in the repair and maintenance of buildings and their components
- Remove, replace and repair all types of sub flooring, flooring, floor covering
- Maintain and repairs all types of roofing, including flashing and drain gutters
- Build and repair fences, playground and general yard equipment using a wide variety of materials
- Install, repair and adjust plumbing equipment and related apparatuses
- Install, repair and replace concrete, including site preparation, cement block, brick, stucco and mortar joints
- Install, repair and replace drywall, wall covering and ceiling tile
- Install, repair and replace metal work, including cutting and welding
- Answer emergency calls as required and take appropriate action to protect and preserve property
- Drive school bus or van as a back-up driver when necessary; follows all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met
- Other related duties as assigned

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

KNOWLEDGE OF:

- General knowledge of school-based technology such as computers, printers, bell and fire alarm systems
- Competencies in plumbing, electrical, and carpentry
- Practices, methods, techniques, materials, tools and equipment used in the air conditioning and heating maintenance and repair trade at the journey level
- Laws, codes and regulations pertaining to assigned area
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Safe driving principles and practices

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); five (5) years related experience and/or training in general construction and building maintenance work required; attainment of journey level skills through a recognized HVAC trade training program and/or applicable related relevant experience within an industrial environment preferred

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Oral and written communications skills.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to analyze and solve problems involving a few known variables in routine situations. Ability to interpret a variety of situations where only limited direction is given. Ability to analyze problems and recommend solutions to staff and supervisors.

CERTIFICATES, LICENSES, REGISTRATIONS:

EPA Certification to handle refrigerants (CFR 40 part 82, subpart F) (three parts –1, 2, as a minimum, or universal) or the ability to obtain Refrigerant Handling and Freon Recovery certification. Forklift certification is required. Possession of or ability to attain a valid California Commercial License with passenger transportation endorsement and a valid California Special Drivers Certificate with a current Medical Examiner’s Certificate (Class B, PS endorsement). Valid First Aid and CPR training required and will be provided.

OTHER SKILLS AND ABILITIES:

Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Basic computer skills. Interpersonal relations skills using tact, patience and courtesy. Evidence of good communication and leadership skills. Ability to operate forklift, tractors, trucks, mowers and various hand and power tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, vibration, wet and/or humid conditions, high and/or precarious places, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to heavy; however, due to local traffic conditions, it may occasionally be loud. Due to the busy nature of a school campus, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members and staff members.