

# **POSITION DESCRIPTION**

## **HVAC Technician**

### **BASIC FUNCTIONS AND RESPONSIBILITIES:**

This position provides skilled mechanical functions such as installations, repair and preventive maintenance and any general maintenance duties serving five buildings and over 400,000 sq.ft. of District facilities. As well as system software programming of VAV boxes and the Events of HVAC software. Serve as lead for the operation and development of the School District of Waupaca building automation system for all District buildings.

### **ESSENTIAL JOB FUNCTIONS:**

- Install, maintain, repair and inspect air conditioning, heating, ventilation, refrigeration equipment, drives, motors, and water heaters.
- Perform complex trouble shooting of systems and maintain preventive maintenance program and machinery history on the above equipment. Understand HVAC systems and how the control system integrates with them. Troubleshooting mechanical systems through the control system whether on site or remotely.
- Knowledge of automated logic BACnet standard and utilizing the standard to establish communication between different manufacturer's equipment such as VFD's, chillers, and room scheduling software. Experience with room scheduling and its interface with the building automation system.
- Knowledge of different network types
- Conduct installation, programming and preventive maintenance of Building Automation System, HVAC control systems, and facilities management systems. Diagnose and repair system malfunctions. Calibrate systems utilizing specialized test equipment. Network troubleshooting, replacing and configuring building controllers. Ability to add, change schedules, trend logs, and alarms on the Building Automation System.
- Assist energy conservation efforts through monitoring energy use, equipment schedules and occupancy requirements to maximize spending of energy dollars at the school district.
- Plan for major repairs, renovation, and new construction. Assist in analyzing quotes and making recommendations for acceptance.
- Review work orders, read and interpret blueprints and specifications: estimate time, materials and cost requirements, requisition materials, supplies, and equipment, and prepare materials, tools and equipment for work to be performed.
- Interpret engineering drawings and layouts, blueprints and schematic drawings of electrical, electronic, and pneumatic components associated with the control of building environment.
- Program and troubleshoot VFDs as they relate to the HVAC systems.
- Coordinate the processes, including filter purchases, replacement, and disposal.
- Maintain Indoor Air Quality Complaint/Response Log in work order system and analyze issues for resolution.

### **SECONDARY JOB FUNCTIONS:**

- Ensure compliance with state regulations regarding boilers, air compressors and backflow preventers.
- Assist facilities management team as needed in daily oversight of district construction.

### **QUALIFICATIONS, TRAINING, AND EXPERIENCE:**

- Associate Degree in electronic/mechanical systems, air conditioning or related field, state certified in HVAC.
- State and Federal Refrigerant Handler's License -- Universal Certification.
- 10 years' experience servicing electronic control and HVAC equipment, facilities management systems, site preparation, peripheral equipment installation and servicing techniques.
- Knowledge of VAV software programming and Automated Logic HVAC programming.
- Knowledge of operation of scissors lift, forklift, etc.

- Valid driver's license required.
- Building Operator Certification and Building Automation System programming experience preferred.
- Essential aptitudes, skills, knowledge and personal characteristics.
- Demonstrate ethical conduct in all aspects of the work environment.
- Exceptional customer service skills and the ability to maintain an excellent working relationship with internal and external customers.
- Excellent oral and written communications skills, as well as good listening skills.
- Ability to identify needed action without continual direction.
- Excellent organizational skills and ability to work under pressure.
- Neatness in work and appearance.
- Demonstrate a positive attitude, maturity, initiative and integrity with a professional image contributing to the success of the School District of Waupaca.
- Work effectively in a team environment.
- Ability to work with diverse student, staff, and community populations.
- Ability to maintain confidentiality and professionalism.
- Accept responsibility for professional growth.
- Dependable, punctual, and commitment to following through on tasks.
- Flexibility in work schedule is required. On call as required.
- Must be able to work at heights up to 35 feet and in extreme temperature conditions.
- Able to perform heavy physical labor – ability to lift up to 50 pounds.
- Knowledge of Microsoft Office and Automated Logic the control systems visual logic add on.

**TERMS OF EMPLOYMENT:**

- This position is considered full-time.
- The HVAC Technician will report to the Building and Grounds Supervisor.
- Compensation will be based on experience and qualifications/certifications.

CREATED: 05.05.2022

REVISED:

<p>The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.</p>
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