



Littleton Elementary School District Position Description

TITLE: Highly Skilled Maintenance (HVAC)

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: Incumbents perform journey level skilled activities which include the work of mechanics, electricians, plumbers, HVAC technicians, locksmiths, irrigation, painters, heavy equipment operators, and carpenters. Trains and oversees work of other employees. Maintains related specs, drawings, blueprints, and records.

PRINCIPAL DUTIES: (essential functions)

- Serves as a lead to lower level staff, which may include: prioritizing and assigning work; monitoring the performance of lower level staff; training staff on work methods and procedures; and, participating in performance evaluations
- Repairs and/or regulates District buildings, fixtures, systems, facilities, equipment, and/or grounds by making journey level preparations, repairs or installations depending on area of assignment/expertise; responds to emergency calls for assistance; responds to customer complaints or safety concerns
- Installs, makes, and/or modifies a variety of materials, fixtures, and/or equipment
- Inspects facilities, systems, and/or fixtures and ensures periodic servicing
- Prepares a variety of documentation and/or standardized paperwork, including work orders related to daily assignments; reviews and maintains specifications, drawings, blueprints, and other related records in assigned area of responsibility
- Maintains and cleans systems and equipment
- Maintains and purchases supplies, equipment, tools, and trucks in assigned area of responsibility
- Performs other duties of a similar nature or level
- Repairing and maintaining central plants
- Repairing, maintaining, and monitoring energy management systems
- Maintaining and repairing HVAC systems and components
- Replacing HVAC systems and Components

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures
Knowledge of tools and equipment used in building and grounds maintenance
Knowledge of Federal and state safety rules and regulations
Knowledge of occupational hazards and safety precautions
Skill in working independently to complete daily activities according to work schedule
Skill in operating and maintaining tools and equipment in a safe and effective manner
Skill in maintaining accurate repair and maintenance records
Skill in following and maintaining safety standards
Skill in interpreting and applying verbal and written instructions and procedures
Skill in establishing and maintaining effective relationships with co-workers and others

PHYSICAL REQUIREMENTS: Heavy physical demands; work is performed indoors and in outdoors environments; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy (70) pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND 5 years experience of working in a related field at Journeyman level OR an equivalent combination of education and experience that provides the required knowledge and skill.

DESIRED: 2 years of college or vocational courses in the HVAC Field

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License is required.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____