



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE:	HVAC Technician
REPORTS TO:	Director of Operations
PAY RANGE:	\$72,000-\$79,000; commensurate with experience
WORK YEAR:	40 hours per week, year round

Nature of position

The HVAC Technician performs installation, diagnosis, maintenance and repairs on all heating, ventilation and air conditioning for the District. This position responds to repair calls and will spend much time performing preventative maintenance on all systems. This position will also participate in meetings to discuss weekly status issues, overseeing installations and reviewing plans for future design needs, and unit replacement.

Overseen by the District's Director of Operations, the Maintenance Department is responsible for the maintenance repair of all District equipment. The Maintenance Department provides custodial and maintenance services and identifies the Central Office management and school principals as the designated building heads.

Also reporting to the Director of Operations, the HVAC technician's primary responsibility is the maintenance of all HVAC equipment including preventative maintenance (described in separate detail in Preventative Maintenance program section), troubleshooting, repairs and reviewing controls, valves and related components of the HVAC systems and gas fired equipment. Work is performed in compliance with the Massachusetts Building and HVAC codes. This position must have the ability to perform assigned tasks without close supervision, follow established procedures, and follow direction on new and different assignments. Incumbent must have a thorough understanding of the trade and be knowledgeable and the use of all trade tools and instruments. The work schedule may require some early morning, night, weekend, standby and emergency work.

Minimum qualifications

- Five (5) years' experience working as a professional HVAC technician with expertise in commercial/industrial heating and cooling repair and has a good operational sense for digital controls and DDC systems.
- Valid Commonwealth of Massachusetts Refrigeration Technician (HVAC) License or equivalent.
- Must have a minimum of Type II and III EPA CFC Certification; Universal Certification is preferred.
- Strong computer skills, including MS Word and Excel.
- Demonstrated ability to work independently with minimal supervision. Excellent interpersonal, verbal and written communications, and time management/organizational skills, and the ability to prioritize workflow, deadlines and deliverables.
- Possession of a valid driver's license and High School Diploma.

Preferred

- Experience with computerized control systems is highly desirable, as are additional licenses or certifications – such as Oil Burner Technician, Gas or Pipe Fitter.
- Familiarity with Metasys building control systems by Johnson Controls.
- Familiarity with SchoolDude's computerized maintenance management systems products Maintenance Direct and Preventative Maintenance Direct.

Principle activities to attain accountability objectives

1. Reads & interprets mechanical/electrical plans, sketches, blueprints, drawings, operations/maintenance manuals, and other specifications and determines scope of work and the quantities of material required.
2. Prepares scope of work for HVAC repair projects as requested by Director of Operations and submits supply/parts lists to Director of Operations as required for performance of repairs. Estimates required labor hours and establish a schedule for each project. If project either requires too many hours of labor, additional labor, or falls outside of the capabilities of the job description, the HVAC Technician must seek additional support from the Director of Operations.
3. Utilizes a computerized maintenance management system to obtain work order assignments and to make notification changes when assigned work orders are complete or status otherwise changes. Reviews department email daily and prepares Word document or Excel spreadsheet for parts list, maintenance instructions and other minor correspondence.

4. Installs, tests, maintains and repairs HVAC equipment and systems, including low-voltage electric equipment and direct digital controls DDC and pneumatic controls.
5. Responds to customer service calls (emergency, on-site, or on-line), checks indicated points of trouble, analyzes full requirements of system involved and checks and tests systems components.
6. Performs tasks associated with DDC emergency energy management system, i.e. trending, overrides, calibrating, troubleshooting, replacement of parts, etc.
7. Works to develop long-range preventative maintenance plans. Implements and performs regular preventative maintenance to ensure maximum efficiency of all HVAC systems.
8. Works to develop long-range plans for equipment replacement. Maintains & reviews inventory of system-owned tools, equipment & recommends supplies and equipment for purchase.
9. Ensures safe work conditions are maintained and that all HVAC systems and controls, including gas-fired equipment operated by MRSD are functioning as intended.
10. Instructs custodial staff in simple HVAC controls maintenance procedures that do not require a licensed HVAC technician.
11. Maintains all hand and power tools in good operating condition keeps a clean and orderly work/storage area.
12. Assists other licensed tradesmen with their work as deemed appropriate by the Director of Operations or by participating in larger projects requiring multiple trades.
13. Maintains licensure and keeps abreast of all safety and building codes, asbestos laws and guidelines relating to HVAC trades by attending professional development seminars and workshops.
14. Performs all other related duties as assigned by the Director of Operations.

Physical demands

While performing the duties of this job, the incumbent is frequently required to bend, stoop, walk, stand, and climb. The incumbent must occasionally lift and/or move more than 50 pounds and maintain uncomfortable positions and strenuous physical exertion.

Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of his job, the incumbent occasionally works near moving mechanical parts or in outside weather. The incumbent is occasionally exposed to wet and/or humid conditions, fumes, and toxic chemical materials and to all conditions expected to be counted as necessary to survey and inspect all interior and exterior areas of buildings and surrounding sites. Work is performed on ladders, scaffolding, roofs, in high places and in confined spaces such crawl spaces, and limited access mechanical rooms.

The noise level in the work environment is usually quiet to moderate, but may occasionally very loud requiring hearing protection.

Evaluation: Performance of this job will be evaluated in accordance with district policies.