**Skilled Maintenance, (HVAC assist) Non Licensed**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance & Construction **Classification:** Auxiliary

**Dept/Campus:** Maintenance **Paygrade:** A-7

**Wage/Hr Status:** Nonexempt **Revised:** August 2016

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Assist in following routine maintenance and repair procedures for assigned areas to maintain a high standard of safety and efficiency of all buildings and equipment.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Valid Driver’s License

**Special Knowledge/Skills:**

Knowledge of basic techniques of repair and new installation of assigned areas (carpentry, electrical, HV/AC, plumbing, etc.)

Ability to operate tools and equipment common to assigned area

Ability to perform mathematical calculations

Ability to diagnose and resolve problems

Knowledge of HVAC repairs, maintenance, and installation techniques

**Experience:**

Three to five years experience in maintenance related work

**MAJOR RESPONSIBILITIES AND DUTIES:**

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| 1. Assist HVAC energy manager to complete energy conservation surveys to realize most efficient, cost effective use of HVAC energy
2. Handle HVAC controls, monitor temperature and set up schedules.
3. Trouble shoot and respond to emergency calls as needed.
4. Receive and complete work orders
5. Perform preventative maintenance on tools and equipment
6. Assemble, install, maintain, repair and test electrical, HVAC and other systems as assigned according to specifications and codes.
7. Plan and complete carpentry projects and repair as assigned
8. Fabricate, install, repair and replace doors, windows, flooring, ceiling materials, glass building hardware, screens, plastic laminate, etc.
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| 1. Move, install, assemble and repair district property such as soap/towel dispensers, pencil sharpeners, marker boards, etc.
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| 1. Maintain items/equipment district wide by changing plugs, bulbs, switches, filters, etc. according to schedule or as necessary.
2. Detect needed repairs on buildings, grounds, and equipment by following established inspections procedures.
3. Maintain preventative maintenance schedules and procedures
4. Maintain required reports and records
5. Maintain sprinkler systems (controller, heads, etc.)
6. Use care in the use of all school equipment and property.
7. Assist on any maintenance, repair projects as assigned.
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| 1. Operate tools, equipment, and machinery in a safe manner.
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| 1. Help keep shop, equipment, and tools in safe operating condition.
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| 1. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
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**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Tools and equipment common the assigned trade.

**WORKING CONDITIONS:**

 **Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; frequently lifts, carries or otherwise positions/repositions heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces; variable working hours, on call 24hrs.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven surfaces

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date