

**Central Valley School District
Job Description #310**

TITLE HVAC Specialist

GENERAL SUMMARY

The HVAC Specialist maintains school buildings in top condition to ensure full and productive use of district facilities. He/she is responsible for maintenance and repair of district facilities heating and cooling equipment. To accomplish these tasks the HVAC Specialist must work closely with the staff and administration of Central Valley School District.

ESSENTIAL JOB FUNCTIONS

1. Assist in developing and implementing the District Energy Management Plan.
2. Maintain Direct Digital Control and other control systems so as to maximize energy efficiency.
3. Communicate with District personnel concerning goals and means of District energy conservation program.
4. Provide energy conservation and management training for District personnel as requested.
5. Operate, maintain and repair the District's automated energy management system.
6. Prepare, implement and monitor automated preventative maintenance schedules in areas such as air conditioning, refrigeration and cooling towers.
7. Repair heating, ventilating and air conditioning equipment pertaining to pneumatic, electric and electronic controls.
8. Operate all appropriate equipment and tools pertaining to the automation of DDC, and maintain them in safe working order.
9. Prepare, implement and monitor the District's radon testing and mitigation program.
10. Prepare, implement and monitor District's air quality control program.
11. Perform other duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Assistant Supervisor of Maintenance

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertions; required to work on ladders and roofs; required to work with high voltage electricity; requires safety awareness on construction, repair and emergency sites; may be required to return to work during off-hours for emergencies; exposed to high noise levels from machines; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment weighing over forty (40) pounds; required to drive between sites. Required to take precautions to avoid exposure to potentially dangerous conditions and fumes.

QUALIFICATIONS:

1. Must possess excellent communication skills, with the ability to establish and maintain productive working relationships with administration, staff and the public.
2. Must have the ability to plan, organize and accomplish work on schedule.
3. Must be able to interpret and implement administrative directives.
4. Must possess knowledge of and the ability to work with Direct Digital Control and Energy Management Systems.
5. Must hold the Spokane County Gas License and/or Class II City of Spokane Gas License.
6. Must have knowledge of and be able to perform heating, ventilation and air condition work as it applies to the automated energy management system.
7. Must be willing to respond to District needs on an "on call" basis.
8. Must maintain an appearance and conduct suitable for working with students, District staff and the public.
9. Must possess a current First Aid and CPR card.

UNIT AFFILIATION

Maintenance

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 5/85

Revised 12/94

Revised 01/06

Revised 09/07