

POSITION DESCRIPTION

TITLE:	Maintenance II - HVAC	REPORTS TO:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

Primarily responsible for maintaining and repairing District heating, ventilating, and air conditioning (HVAC) systems and for construction and replacement of necessary valves, controls, traps; energy management; and scheduling. Performs maintenance functions as required within the District as directed by the Director of Buildings and Grounds. Works designated hours, receives job assignments from Director of Buildings and Grounds.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Director of Buildings and Grounds
Coordinates with: Administrators, other custodial and maintenance personnel

IV. Position Qualifications:

A. Desired Qualifications:

1. City of Eau Claire Class B Heating Contractors License.
2. City of Eau Claire Electrical Wireman's License.
3. CFC Refrigerant Recovery Certification
4. Technical College Diploma – HVAC Technician
5. Two years of work experience in building or industrial maintenance of HVAC control systems.
6. Ability to design, manufacture, and install sheet metal ducts and fittings.

B. Special Requirements:

1. Ability, training in electrical and mechanical repairs and in diagnosing equipment problems and choosing the most practical and effective method of repair. Training in HVAC systems and operations.
2. Able to work at heights, Man Lift certified.

V. Position Responsibilities:

- A. Performs preventive maintenance, calibration, troubleshooting, repairs, and modifications on all types of pneumatic/electric controls, pneumatic operators, and related equipment.
- B. Programs all HVAC direct digital control systems.
- C. Troubleshoots HVAC and other physical plant equipment with pneumatic/electric controls.
- D. Evaluates control systems through equipment inspections and/or interpretation of drawings and specifications. Evaluates and assists in implementation, inspection, and coordination of major contracted modifications or installations of control systems.
- E. Assists in developing and maintaining as-built plans for control systems; sketches as-built plans of control systems.
- F. Provides technical assistance to operational and trades personnel for daily operation, maintenance, and repairs of equipment.

POSITION DESCRIPTION

- G. Trains operations personnel in basic maintenance and operation of control systems; assist with writing related HVAC operational procedures.
- H. Monitors, tests, and maintains systems operations through use of complex test equipment.
- I. Maintains required inventory of pneumatic/electric control parts.
- J. Coordinates computer management of HVAC systems.
- K. Operates and repairs pneumatic/electric controls.
- L. Operates test equipment, including: gauges, psychrometer, anemometer, pilot tubes, flow meter, temperature sensors, and related equipment.
- M. Reads plans and specifications and performs related mathematical and analytical evaluations.
- N. Prepares estimates of labor, materials, and related costs from job site inspections and/or plans.
- O. Communicates and works effectively with fellow employees at all levels.
- P. Instructs and trains District personnel in HVAC and control operations.
- Q. Operates computerized energy management system
- R. Develops and participates in District indoor air quality program.
- S. Provide test and balance air and water heating systems.
- T. Snow plowing.
- U. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

*New: 12/1988
Revised: 02/1998, 03/2010
Location: R:\Position Descriptions\B&G\Maintenance II - HVAC.doc*

POSITION DESCRIPTION

TITLE:	Maintenance II - HVAC	REPORTS TO:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

Primarily responsible for maintaining and repairing District heating, ventilating, and air conditioning (HVAC) systems and for construction and replacement of necessary valves, controls, traps; energy management; and scheduling. Performs maintenance functions as required within the District as directed by the Director of Buildings and Grounds. Works designated hours, receives job assignments from Director of Buildings and Grounds.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Director of Buildings and Grounds
Coordinates with: Administrators, other custodial and maintenance personnel

IV. Position Qualifications:

A. Desired Qualifications:

1. City of Eau Claire Class B Heating Contractors License.
2. City of Eau Claire Electrical Wireman's License.
3. CFC Refrigerant Recovery Certification
4. Technical College Diploma – HVAC Technician
5. Two years of work experience in building or industrial maintenance of HVAC control systems.
6. Ability to design, manufacture, and install sheet metal ducts and fittings.

B. Special Requirements:

1. Ability, training in electrical and mechanical repairs and in diagnosing equipment problems and choosing the most practical and effective method of repair. Training in HVAC systems and operations.
2. Able to work at heights, Man Lift certified.

V. Position Responsibilities:

- A. Performs preventive maintenance, calibration, troubleshooting, repairs, and modifications on all types of pneumatic/electric controls, pneumatic operators, and related equipment.
- B. Programs all HVAC direct digital control systems.
- C. Troubleshoots HVAC and other physical plant equipment with pneumatic/electric controls.
- D. Evaluates control systems through equipment inspections and/or interpretation of drawings and specifications. Evaluates and assists in implementation, inspection, and coordination of major contracted modifications or installations of control systems.
- E. Assists in developing and maintaining as-built plans for control systems; sketches as-built plans of control systems.
- F. Provides technical assistance to operational and trades personnel for daily operation, maintenance, and repairs of equipment.

POSITION DESCRIPTION

- G. Trains operations personnel in basic maintenance and operation of control systems; assist with writing related HVAC operational procedures.
- H. Monitors, tests, and maintains systems operations through use of complex test equipment.
- I. Maintains required inventory of pneumatic/electric control parts.
- J. Coordinates computer management of HVAC systems.
- K. Operates and repairs pneumatic/electric controls.
- L. Operates test equipment, including: gauges, psychrometer, anemometer, pilot tubes, flow meter, temperature sensors, and related equipment.
- M. Reads plans and specifications and performs related mathematical and analytical evaluations.
- N. Prepares estimates of labor, materials, and related costs from job site inspections and/or plans.
- O. Communicates and works effectively with fellow employees at all levels.
- P. Instructs and trains District personnel in HVAC and control operations.
- Q. Operates computerized energy management system
- R. Develops and participates in District indoor air quality program.
- S. Provide test and balance air and water heating systems.
- T. Snow plowing.
- U. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

*New: 12/1988
Revised: 02/1998, 03/2010
Location: R:\Position Descriptions\B&G\Maintenance II - HVAC.doc*

POSITION DESCRIPTION

TITLE:	Maintenance II - HVAC	REPORTS TO:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

Primarily responsible for maintaining and repairing District heating, ventilating, and air conditioning (HVAC) systems and for construction and replacement of necessary valves, controls, traps; energy management; and scheduling. Performs maintenance functions as required within the District as directed by the Director of Buildings and Grounds. Works designated hours, receives job assignments from Director of Buildings and Grounds.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Director of Buildings and Grounds
Coordinates with: Administrators, other custodial and maintenance personnel

IV. Position Qualifications:

A. Desired Qualifications:

1. City of Eau Claire Class B Heating Contractors License.
2. City of Eau Claire Electrical Wireman's License.
3. CFC Refrigerant Recovery Certification
4. Technical College Diploma – HVAC Technician
5. Two years of work experience in building or industrial maintenance of HVAC control systems.
6. Ability to design, manufacture, and install sheet metal ducts and fittings.

B. Special Requirements:

1. Ability, training in electrical and mechanical repairs and in diagnosing equipment problems and choosing the most practical and effective method of repair. Training in HVAC systems and operations.
2. Able to work at heights, Man Lift certified.

V. Position Responsibilities:

- A. Performs preventive maintenance, calibration, troubleshooting, repairs, and modifications on all types of pneumatic/electric controls, pneumatic operators, and related equipment.
- B. Programs all HVAC direct digital control systems.
- C. Troubleshoots HVAC and other physical plant equipment with pneumatic/electric controls.
- D. Evaluates control systems through equipment inspections and/or interpretation of drawings and specifications. Evaluates and assists in implementation, inspection, and coordination of major contracted modifications or installations of control systems.
- E. Assists in developing and maintaining as-built plans for control systems; sketches as-built plans of control systems.
- F. Provides technical assistance to operational and trades personnel for daily operation, maintenance, and repairs of equipment.

POSITION DESCRIPTION

- G. Trains operations personnel in basic maintenance and operation of control systems; assist with writing related HVAC operational procedures.
- H. Monitors, tests, and maintains systems operations through use of complex test equipment.
- I. Maintains required inventory of pneumatic/electric control parts.
- J. Coordinates computer management of HVAC systems.
- K. Operates and repairs pneumatic/electric controls.
- L. Operates test equipment, including: gauges, psychrometer, anemometer, pilot tubes, flow meter, temperature sensors, and related equipment.
- M. Reads plans and specifications and performs related mathematical and analytical evaluations.
- N. Prepares estimates of labor, materials, and related costs from job site inspections and/or plans.
- O. Communicates and works effectively with fellow employees at all levels.
- P. Instructs and trains District personnel in HVAC and control operations.
- Q. Operates computerized energy management system
- R. Develops and participates in District indoor air quality program.
- S. Provide test and balance air and water heating systems.
- T. Snow plowing.
- U. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

*New: 12/1988
Revised: 02/1998, 03/2010
Location: R:\Position Descriptions\B&G\Maintenance II - HVAC.doc*