



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	HVAC Technician
Payroll/Personnel Type:	11 Month
Reports to:	Executive Director Operations or Designee

Position Summary:

This is manual work involving, providing HVAC services with specific responsibility for identifying repair/replacement needs necessary to maintain/upgrade HVAC equipment and systems; providing necessary information on the proper uses of the equipment' and ensuring adequate materials are available to complete assignments in a timely manner. Assist other skilled trades; and ensure that tools and materials are available. Work is assigned and performed in accordance with establish procedures or follows a well defined routine. Work is subject to close inspection in progress or upon completion to insure performance of work is in accordance with established standards or specifications.

Essential Functions:

- Coordinates with requesting department and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses malfunctions of heating/air condition/refrigeration systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Directs other maintenance workers as may be required for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Installs heating/air conditioning/refrigeration systems and related equipment (e.g. unit heaters, pumps, safety controls, etc.) for the purpose of providing comfort inside facilities.
- Maintains tools, supplies and/or equipment (e.g. torches, cutters, drills, test equipment, sheet metal, filters, control components, fan blades, gaskets, seals, etc.) for the purpose of ensuring the availability of items and equipment is in safe operating conditions.
- Meets contractors and engineers for the purpose of discussing problems with new installation and future projects.
- Orders equipment and supplies (e.g. replacement parts, filters, sheet metal, associated hardware, etc.) for the purpose of maintaining inventory and ensuring availability of required items.
- Prepares documentation (e.g. service records requisitions, work performed, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. refrigerators, air conditioning systems, heating units, etc.) for the purpose of providing renovation and preventive maintenance of heating/air conditioning and refrigeration systems.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for purpose of resolving immediate safety concerns.



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- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job sit.

Experience:

- Possession of Universal EPA Refrigeration Certificate License and a minimum of to six years of Journeyman level HVAC experience

Education:

- Graduation from general or technical high school, and/or Associate or Technical degree preferred.

Knowledge, Skills, and Abilities:

- Knowledge of design techniques and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the appropriate tools to construct objects, structures and buildings.
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology and other applications.
- Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including building automation systems.
- Ability to work with numbers, their operations, and interrelationship including arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Considerable knowledge of the standard practices, methods, tools and equipment of the HVAC trade.
- Knowledge of hazards and safety precaution of the HVAC trade.
- Ability to work from blueprints, sketches and specifications.
- Ability to read and understand information and ideas presented in writing
- Skill in the use of the tools and equipment of the HVAC trade.
- Ability to understand and carry out oral and written instructions

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing.
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point.
- Medium work – exert up to 10 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects including the human body.
- Must be physically able to operate a motor vehicle and have a valid driver's license
- Light Work usually requires walking or standing to a signification degree



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Working Conditions and Environment:

- Work is routinely performed inside and outside conditions.
- Must be able to withstand extreme temperatures as well as potentially hazardous environments.
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____		_____	
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.