



HVAC SPECIALIST

GENERAL RESPONSIBILITIES

Under the leadership of the Mechanical Systems Engineer, the position is responsible for monitoring, maintaining, and supervising the operation of the Direct Digital Control (DDC) and conventional Heating, Ventilation, and Air Conditioning (HVAC) control systems in the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitor and control HVAC, Energy Management and Control System (EMCS) and Indoor Air Quality (IAQ) systems at applicable facilities.
- Upgrade DDC programs.
- Advise craftsmen on HVAC, EMCS, IAQ, and electrical systems problems and upgrades.
- Inspect and recommend modifications of HVAC, EMCS and IAQ systems for proper and efficient operation.
- Provide design specifications and budget documents for replacement and new HVAC, EMCS and IAQ systems.
- Schedule and inspect HVAC/R equipment installed by contractors.
- Review plans and specifications for new HVAC, EMCS, IAQ, and electrical systems.
- Respond to after-hours calls for troubleshooting.
- Assist in monitoring new construction and projects.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have an extensive knowledge of methods, materials and equipment used to install, repair and maintain refrigeration and air handling equipment. Must have a knowledge of energy management systems. Must have a comprehensive knowledge of the occupational hazards and safety precautions of the work. Must have the ability to prepare estimates and order materials for maintenance and repair jobs; ability to exercise independent judgment in determining operating conditions; ability to plan, lay out, supervise and inspect the work of subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

High School Graduate or GED required. Must have extensive experience installing and programming DDC systems. A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Position requires significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Must have the ability to lift up to 75 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

CFC Certification

Possession of a valid driver's license