

## JOB DESCRIPTION

<b>Job Title</b>	Maintenance II – HVAC
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Director of Buildings & Grounds
<b>Classification</b>	Buildings & Grounds
<b>Location</b>	Service Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Maintenance II – HVAC performs duties in 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 as directed by the Director of Buildings and Grounds.

## Essential Job Functions

- Performs preventive maintenance, calibration, repairs, and modifications on all types of pneumatic/electric controls, pneumatic operators, and related equipment.
- Monitors, tests, and maintains systems operations through use of complex test equipment.
- Operates test equipment, including: gauges, psychrometer, anemometer, pilot tubes, flow meter, temperature sensors, and related equipment.
- Programs all HVAC direct digital control systems.
- Troubleshoots HVAC and other physical plant equipment with pneumatic/electric controls.
- 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.
- Assists in developing and maintaining as-built plans for control systems; sketches as-built plans of control systems.
- Trains operational personnel in basic maintenance and operation of control systems; assist with writing related HVAC operational procedures.
- Provides technical assistance to operational and trades personnel for daily operation, maintenance, and repairs of equipment.
- Maintains required inventory of pneumatic/electric control parts.
- Coordinates computer management of HVAC systems.
- Operates computerized energy management system
- Develops and participates in District indoor air quality program.
- Provide test and balance air and water heating systems.

- Reads plans and specifications and performs related mathematical and analytical evaluations.
- Prepares estimates of labor, materials, and related costs from job site inspections and/or plans.
- May research and obtain pricing estimates on equipment and supplies.
- Order and purchase supplies and equipment as directed.
- Service and repair pneumatic and gas lines.
- Install new equipment/systems.
- Account for and maintain all tools and testing devices.
- Instruct and assist Maintenance I personnel in minor repairs of equipment.
- Maintains cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow.

#### **Ancillary Job Functions**

- Troubleshoots mechanical issues and perform maintenance on equipment as needed.
- Washes and cleans district equipment and trucks.
- Assists other maintenance/custodial employees as needed.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Two years of work experience in building or industrial maintenance of HVAC control systems.
- Must maintain a valid driver's license.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- City of Eau Claire Class B Heating Contractors License.
- City of Eau Claire Electrical Wireman's License.
- CFC Refrigerant Recovery Certification
- Technical College Diploma – HVAC Technician
- Ability to design, manufacture, and install sheet metal ducts and fittings.
- Asbestos Worker Certification
- Able to work at heights, Man Lift certified

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently without direct supervision
- Ability to read requisitions, work orders, construction documents, blueprints, parts books, equipment manuals, chemical use instructions and Safety Data Sheets
- Ability to work safely with a wide variety of chemicals, solvents, and adhesives
- Order materials; interact with contractors, document all work performed
- Ability to keep accurate records.

- Ability to perform work in a timely manner, properly, accurately, and with sufficient knowledge
- Analytical skills necessary to diagnose mechanical failures of plumbing and heating systems
- Ability to use hand and power tools to dismantle, repair and assemble equipment
- Ability to operate and repair trucks, cars, mowers, tractors, and other necessary equipment
- Ability to interact constructively with public and staff at all levels
- Ability to administer and receive constructive criticism
- Demonstrates an understanding and use of equitable and culturally responsive practices

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.
- Requires routine lifting up to 75 pounds.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 100 pounds.