

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Maintenance Specialist-HVAC Technician	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License	REPORTS TO: Maintenance Supervisor and/or Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>Under general supervision, performs the full range of journeyman level carpenter duties in commercial construction, door and hardware installation, finishing, and repair of buildings, furniture, and other wood products.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>	

MINIMUM QUALIFICATIONS:

- Must possess knowledge of Commercial Building Codes.
- Minimum Experience of 10 years in Commercial HVAC repair and installation.
- Must possess EPA 608 and Universal Certification.
- Must have vast knowledge of commercial HVAC and control installation.
- Must possess Lead Paint/Renovation Certification.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Perform all jobs and responsibilities in a safe manner as depicted in school district policies and procedures.
2. Interpret and work from drawings and plans. Need to be able to communicate in writing.
3. Communicate and works with local and state governing authorities regarding building code compliance.
4. Performs repair, troubleshoot and installation of all types of commercial HVAC equipment.
5. Prepares plans, makes drawings and sketches of projects, and estimates costs and orders materials.
6. Participates in necessary preventative maintenance to HVAC units and mechanical areas as assigned.
7. Able to perform work from ladders and heights.
8. Complies with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
9. Maintains tools and equipment in good working condition and keeps an inventory of all tools.
10. Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment.
11. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
12. May assist other trades as needed.
13. May inventory and make recommendations concerning purchase of materials and equipment.
14. Additional duties as assigned by supervisor.

15. Regular attendance is an essential function of this position. Willingness to work some overtime and night work.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.				√	
76-100 lbs.			√		
> 100 lbs.			√		
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over 75 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.			√		
> 100 lbs.			√		
Maximum weight of object pushed/pulled by worker: 75					
Distance: 50 ft. Type of Surface: (i.e. level, carpet, tile): Level					

ENVIRONMENT (WORK CONDITIONS)* - Varies by location and season of year	
Works Inside 50 % of the time	/ Works Outside 50 % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	
Kneel				√	
Crawl				√	
Walk-Level Surface					√

