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	260 Days/Year					
WORK YEAR:						
EVALUATION:	Performance of this job will be evaluated annua	lly in accordance	with Klamath County School District policies.			
GENERAL JOB DESCRIPTION:	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.					
	Physical ability to adhere to OSHA and district sadisease control plan (blood borne pathogens) are hazardous chemicals as identified on the MSDS of This position is considered a safety sensitive position	nd be aware of th sheets. Responsi	e existence and potential exposure to			

MINIMUM QUALIFICAITONS:

- 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	Occasionally	Frequently	Continuously
Founds	ivevei	1-5%	6-33%	34-66%	67-100%
1-10 lbs.					1
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	1	-0.0			
> 100 lbs.	1				
Maximum am	ount lifted by	worker without	assistance: 75 lbs.		
If required, lift	ts over 75 lbs.	are performed w	vith two or more peo	ple or lift devices	

Pounds	Never	Seldom	Occasionally	Frequently	Continuously
Pourius	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.	400				1
11-20 lbs.				1	
21-50 lbs.				1	
51-75 lbs.			1	√	
76-100 lbs.			1		
> 100 lbs.			V		- 1 - 1
Maximum am	ount carried b	y worker withou	t assistance: 75 lbs.		

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	4.4.2	1.15	4000		1
11-20 lbs.	-40		4. 9.	1	- 0
21-50 lbs.				1	4-1-
51-75 lbs.		1.0	V	1116	1 1 7 7
76-100 lbs.	- 4 - 1 - 1	18	1	F B 1.7	A
> 100 lbs.	1		V		

ENVIRONMENT (WORK CONDITIO	NS)* - \	Varies by location and season of year	
Works Inside 50 % of the time	1	Works Outside 50 % of the time.	/
Temperature Extremes: Yes			
Works on or around moving made	chinery	or mechanical parts: Yes	

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

Walk-Uneven Surface			√	
Climb Steps			√	
Climb Ladder			√	
Work at Heights			√	
Reach at or Above Shoulder			1	
Reach Below Shoulder			√	
Use of Arms				√
Use of Wrists				1
Use of Hands				√
Grasping/Squeezing				√
Operate Foot Controls		1		

ENE	URANCE							
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
	Sitting/Driving	16			1		200	
	Standing	10				√		
	Walking	A			1		-0.7	
	Change Positions					1		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employe	ee Signature	Date
Employer Representative (Immediate Supervisor):	0 1 0	10
Print Name	Title	Signature	Date
Prepared by: <u>Director of Human Resources</u>		7//	
In the event of an on the job injury:			
For physician to complete:		-//	