## JOB OPPORTUNITY

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HVAC (Pipfitter) Serviceperson</th>
<th>Job Category:</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Crafts</td>
<td>Position Status:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Warehouse</td>
<td>Salary Schedule:</td>
<td>Crafts Salary Schedule</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Buildings &amp; Grounds</td>
<td>Contracted days:</td>
<td>230 days</td>
</tr>
<tr>
<td>Outside Training Required:</td>
<td>No</td>
<td>Travel required:</td>
<td>Yes</td>
</tr>
<tr>
<td>Effective:</td>
<td>Upon board approval</td>
<td>Application Deadline:</td>
<td>Until filled</td>
</tr>
</tbody>
</table>

### Applications Accepted By:

Applications must be completed online:

Go to web address: [www.hammond.k12.in.us](http://www.hammond.k12.in.us)
Click on “Employment Opportunities”
Click on the Application link to complete an application

### Job Description:

#### GENERAL ROLE AND RESPONSIBILITIES:
The Pipefitter (HVAC) Serviceperson is a skilled craftsperson who installs services, and repairs industrial and commercial refrigeration and air conditioning equipment according to blueprints and engineering specifications. They connect motors, compressors, temperature controls, humidity controls, and circulating-ventilating fans to control panels. The Pipefitter (HVAC) Serviceperson is responsible for maintaining numerous pieces of equipment, diagnosing problems, and taking corrective action when necessary.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Repair and maintain all types of air conditioning and refrigeration units
- Maintains gas, hot water, steam and oil boilers and hot air furnace
- Rebuild and repack burned out boiler fire boxes
- Repair and maintain air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment
- Monitor and coordinate operation of control panels and thermostats on all HVAC systems to maintain standard operating temperature
- Assist with HVAC controls
- Perform regular preventive maintenance and boiler water treatment programs for all heating and air conditioning equipment
- Install and test new HVAC equipment
- Accurately order and account for material and labor related to assignments
- Maintain Safety Data Sheets (SDS) for all chemicals used within scope of work
- Responsible for safely performing work assignments
- Maintain all safety and code requirements of the State, local and Board of Education guidelines
- Other duties may be assigned by immediate supervisor

#### SPECIFIC RESPONSIBILITIES IN THIS POSITION:

- Assist with inspections and perform corrective action including, but not limited to State Fire Marshall and District boilers
- Fabricate and install sheet metal projects
- Assists with all new HVAC construction and contracted installations and repairs
- Monitoring, maintenance and/or repair of:
  - District ice machines in cooperation with plumbers
  - Heating, air conditioning – rooftops, heat pumps and Univents
  - Boilers – condensate pumps and traps, steam and water
  - Pneumatic controls
  - Chillers
  - Rooftop – exhaust fans, relief and combustion and makeup air
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- Kitchen equipment – Refrigerators and freezers – reach-ins, walk-ins, counter cases
- Indoor air quality

QUALIFICATIONS AND EDUCATION REQUIREMENTS:
- High school diploma or general education degree (GED)
- Valid driver’s license with good driving record
- Successfully pass the expanded criminal background check and drug test
- Member of Pipefitters Union
- Journeyman card
- Low Pressure Boiler License
- Unlimited Journeyman Refrigeration License preferred

OTHER SKILLS AND ABILITIES:
- Ability to pass a district written and physical test
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Ability to apply concepts of environmental and energy (cost savings) management to the scope of work within the department
- Knowledge of OSHA laws are necessary. CAD and AutoCAD skills are desirable
- Ability to keep skills updated by reading publications common to the HVAC/Pipefitter trade.
- Ability to maintain a good working relationship with all school administrators, head custodians, contractors, and associated staff
- Ability to listen and effectively communicate
- Ability to cooperate and collaborate respectfully with all supervisors and other craft employees to ensure a smooth running HVAC shop and Maintenance Department
- Ability to be adaptable and creative
- Organized
- Detail-minded

PHYSICAL REQUIREMENTS:
Candidate should be physically capable of successfully performing the essential functions of the position.
- Employee must show full range of motion while using various tasks throughout the work shift
- Employee must have appropriate strength in shoulders to complete daily job assignments
- Employee will use a variety of tools while working on a unit and must possess appropriate strength to manipulate the tools
- Employee will kneel and arise at different points throughout the day
- Employee will squat to lift items and parts from the floor. They must have knowledge on proper lifting form
- Employee must show the ability to carry their tool bucket from their truck to the job site
- Employee must be able to climb up and down ladders to reach trouble spots
- Employee must be able to work for an extended amount of time with their hands at various body positions

WORK ENVIRONMENT:
While performing the duties of this job, the employee regularly works indoors and outdoors in very hot or very cold environments. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee may likely come into contact with noxious fumes. Employee is responsible for using personal protective equipment (PPE) as required or as needed. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).