

HVAC



Reports to: Director of M&O
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: PSE of Wenatchee M&O
EEO Class: Level 7
Revised Date: April 2011

SUMMARY:

Under general supervision, performs a competent level of electrical, plumbing, refrigeration and heating plan maintenance for all the buildings in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a competent level of electrical, plumbing, refrigeration and heating plant maintenance.
- Alter, maintain, repair or install wiring, cables, switches, and control for low voltage.
- Modify, adjust, maintain, repair or install electric motors, electrical equipment; such as electrical timers and fans.
- Knowledge of city, county and state building codes.
- Able to operate, maintain, and repair heat pumps, air conditioners, refrigerators, freezers, etc.
- Ability to repair electric or pneumatic controls and operators.
- Inspect and diagnose malfunctions; repair, maintain heat pumps and test heating, cooling, hydronic piping systems; ability to read blueprints.
- Remove and replace or install all types of heat pumps/ air conditioners, refrigerators, freezers, etc. and other equipment.
- Knowledge of DDC controllers, programming and operations, ATS/Robert Shaw, etc.
- Drive service truck as required; load and unload materials and supplies.
- Perform related duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 25 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND COMPETENCIES:

1. A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830, on file
2. Completion of a recognized apprenticeship, full journeyman status, or vocational training with four years work experience and certified for reclaiming refrigerants.
3. Familiar with Windows 95 or 98 and DOS 6.0.
4. Trane equipment qualified.
5. Possession of a valid Washington State driver's license will be required.
6. Self motivated, self directed and able to take a project from concept to completion.
7. Ability to work well with other staff.
8. Attendance and punctuality are important in this position.