

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** HVAC Preventative Maintenance (PM)

**LOCATION:** Finance and Operations  
MVSC

**REPORTS TO:** Maintenance Supervisor

**POSITION SUMMARY** The HVAC Preventative Maintenance position takes primary responsibility for the proper maintenance and repairs to HVAC systems in facilities as assigned to ensure the reliable and efficient operation of those systems. S/he will be primarily responsible for the maintenance, repair, preventive maintenance and winterization of school district HVAC systems to and components associated with those systems, as well as the appropriate documentation of work performed.

### **ESSENTIAL FUNCTIONS:**

- Demonstrate knowledge of HVAC systems and components.
- Repair, maintain, winterize and provide preventive maintenance and appropriate associated documentation of those actions for the district HVAC systems, cooling towers, and related components.
- Assist HVAC Technicians as necessary and appropriate.
- Advise the Maintenance Supervisor on matters concerning mechanical systems, boilers and hydronic systems and all associated maintenance, preventive maintenance and associated problems, corrective actions required and taken, and all associated documentation for such action and referencing those systems.
- Attend outside training sessions and seminars related mechanical systems, boilers and hydronic systems in order to keep knowledge current.
- Work cooperatively with Capital Projects to resolve existing design problems as appropriate.
- Work cooperatively with the District Energy Conservation Coordinator as needed to maintain the best air quality, environment in the facilities, drive efficiencies, and meet sustainability goals throughout the HVAC systems.
- Completely and accurately document all preventive maintenance, maintenance, winterization, and repairs in a timely manner.
- Maintain inventory and the inventory log as appropriate and order materials effectively and efficiently.
- Maintain effective communication with the Building Administrators, HVAC Technicians and Supervisor.
- Respond to emergency requests in a timely, organized and professional manner.
- Respond to after hour emergencies when requested.
- As appropriate, use required tools and equipment, including scissor and aerial lifts, in a safe and appropriate manner.
- Continue professional growth of method and technique improvements.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

- Physical stamina and skill to work efficiently and safely with hand tools, power tools and vehicles as necessary to complete assigned duties. Must be able to lift 50 lbs on a regular basis and climb ladders to reach roofs and attics.
- Ability to work effectively in high, tight quarters.
- Demonstrate initiative and self-motivation with the ability to manage multiple tasks and develop appropriate priorities.
- Ability and willingness to take direction and work with minimal supervision.
- Possess and utilize good reading, written, and oral communication skills.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

