

**TITLE:** HVAC Technician **DEPARTMENT:** Finance and Operations  
MVSC

**REPORTS TO:** Maintenance Supervisor

**POSITION SUMMARY:** The purpose of this job is to maintain heating/air conditioning and/or refrigeration systems. Responsibilities include equipment installation; repairs to heating, ventilation, air conditioning equipment, troubleshooting malfunctions and preventative maintenance on such equipment; electrical installation and repairs; refrigeration troubleshooting and repairs; and other mechanical related work as assigned.

**ESSENTIAL FUNCTIONS:**

- Troubleshoots electric, electronic and DDC control systems, including thermostats, relays, receivers, controllers, switches, damper motors and actuators.
- Performs all levels of maintenance repairs on HVAC equipment; procures parts to repair or replace defective components on all types of HVAC equipment.
- Assists in troubleshooting and repairs with boilers, cooling tower, chillers and hydronic loops.
- Makes recommendations on whether malfunctioning equipment should be repaired or replaced. Keeps supervisor aware of unusual or costly situations.
- Installs and repairs mechanical system electrical devices including pumps, motors, contactors and other electrical components.
- Works with DDC systems to manage and monitor building comfort levels. Makes changes and adjustments as necessary on both Allerton and Siemens system.
- Completes all tasks to high standard of quality and appearance. Performs tasks with the highest standards of effort, efficiency and organization.
- Communicates with building staff regarding the status of repairs and installations.
- Documents all work on our work order system and complete all paperwork as required in a timely manner.
- Works with supervisor and staff to resolve indoor environmental quality (IEQ) concerns.
- Consults with engineers and contractors as necessary regarding system operation and configuration.
- Attends training sessions and seminars related to HVAC in order to maintain knowledge current.
- Coordinates work effort and assists other trades as necessary.
- Works from plans, blueprints, sketches, and work requests, written and verbal directions.
- Collaborates with and work on Capital Projects assignments as requested.
- Works in inclement weather as necessary.
- 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:**

- Must be able to work efficiently under minimal supervision.
- 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 to use and work from a ladder, scaffolding and lifts.
- Ability to communicate clearly in a written and oral format.

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

**EXPERIENCE:** Minimum of five (5) years of experience maintaining institutional HVAC equipment preferred.

- Possess or obtain certification designation as an OSHA Competent Person within nine (9) months.
- Possess or obtain certification for operating man lifts within six (6) months.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**CERTIFICATES AND LICENSES:** A valid Washington State Driver’s License with a good driving record and appropriate insurance required. Certification for operating man lifts preferred or willingness to obtain lift certification. Must maintain as current any certification or license listed herein and held at hire date. Must process EPA section 608 type II or universal certification.

**CONTINUING EDUCATION/TRAINING:** Willingness to participate in and provide continued training as appropriate.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Teamsters

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date