



## HVAC SPECIALIST

### GENERAL RESPONSIBILITIES

This position is responsible for monitoring, maintaining, and supervising the operation of the Direct Digital Control (DDC) and conventional Heating, Ventilation, and Air Conditioning (HVAC) control systems in the school division.

### ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitor and control HVAC, Energy Management and Control System (EMCS) and Indoor Air Quality (IAQ) systems at applicable facilities.
- Maintain and upgrade DDC programs.
- Maintain as-built control records for district-wide system operation.
- Support craftsmen with troubleshooting HVAC, EMCS, IAQ, and electrical systems.
- Inspect and recommend modifications of HVAC, EMCS and IAQ systems for proper and efficient operation.
- Work closely with Maintenance Service's dispatch to confirm work order validation through EMCS review.
- Coordinate building system schedules and operation with annual district needs such as: individual HVAC Overrides, summer operation, special programs, weekend events, school rental requirements, etc.
- Provide design specifications and budget documents for replacement and new, retrofit, and replacement HVAC, EMCS and IAQ systems.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Attend and participate in meetings for planned projects; attend training classes. Evaluate projects, determine feasibility, scope of work, estimates material, and personnel requirements.
- Schedule and inspect HVAC/R equipment installed by contractors.
- Review plans and specifications for new, retrofit, and replacement HVAC, EMCS, IAQ, and electrical systems.
- Respond to after-hours calls for troubleshooting.
- Assist in monitoring new construction and projects.
- Perform related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge of methods, materials and equipment used to install, repair and maintain Heating, Ventilation, and Air Conditioning (HVAC) controls systems and equipment. Must have a knowledge of energy management systems. Must have a comprehensive knowledge of the occupational hazards and safety precautions of the work. Must have the ability to prepare estimates and order materials for maintenance and repair jobs; ability to exercise independent judgment in determining operating conditions; ability to plan, lay out, supervise and inspect the work of subordinates; ability to establish and maintain effective working relationships with associates.

### EDUCATION AND EXPERIENCE

#### Required:

High School Diploma or GED.

Must have extensive experience installing, programming, and maintaining DDC systems.

CFC Certification.

#### Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 1/20, 7/20
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