

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES IV HVAC

POSITION: Maintenance Trades IV HVAC

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance
Division of Supporting Services

NATURE OF WORK:

The purpose of this position is to perform maintenance, repair, renovation and replacement of HVAC systems to include water chillers, and associated equipment, fan coil units, unit ventilators, variable refrigerant systems, self-contained air conditioning / heating units from .5 to 45 tons, heat pumps, water based cooling towers, Siemens, Johnson Controls Control Incorporate control systems and heating hot water and steam boilers (under 15 p.s.i.), special events preparation for the school system.

ESSENTIAL FUNCTIONS:

- Perform all work requests and preventive maintenance to HVAC systems, and heating hot water and steam boiler to task completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in HVAC systems and heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to perform duties affecting HVAC systems and heating hot water and steam boiler maintenance and repair;
- Provide input in the development of technical specification, and preventive maintenance procedures related the systems maintenance, repair and replacement;
- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Maintain and repair, hot water, steam and chilled water distribution systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various H.V.A.C. systems such as air conditioning, boilers, hydraulic systems;
- Performs basic fluid, heat, and lighting load calculations for the modification of distribution HVAC systems;
- Read, understand, and interpret blueprints, schematics, technical specifications for distribution, electrical, cooling and heating systems; and
- Troubleshoot and repair major cooling and heating equipment, i.e. water and air cooled chillers, water tube and fire tube boilers.

DUTIES AND RESPONSIBILITIES:

- Effective oral and written communication skills to effectively express and document issues, daily assignment, and required reports;
- Ensures equipment, materials, and resources are available and in accordance with daily assignments;
- Establish and maintain basic services and supplies to accomplish daily assigned tasks;
- Manages the completion of work orders, preventive maintenance and repair/replacement/ renovation projects in specified time frames;

- Completes all required records, reports and documentation for tasks assigned;
- Must have a broad knowledge of several trades to responsibility, expeditiously and effectively complete maintenance work orders and projects;
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, policies, regulations, and contract requirements;
- Ability to use a computerized work order system and other basic office computer and software to coordinate, organize, schedule, monitor and direct the work of the tradesmen;
- Troubleshoots, diagnoses, and repairs all light commercial HVAC systems. To include support, controls, electrical and hydraulic, mechanical systems;
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping;
- Performs scheduled preventive maintenance;
- Leads or instructs employees as delegated;
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed;
- Responds to emergency duty assignments; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Minimum of five (5) years of experience in the repair and maintenance of a wide variety of HVAC systems; or any combination of experience and training that would provide the following knowledge, abilities, and skills:
 - Considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining air conditioning, heating and refrigeration units;
 - Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of water, heating and refrigeration units;
 - Considerable knowledge of the properties and safety standards of various refrigerants and pressure vessels;
 - Ability to troubleshoot and diagnose cooling plant problems and to make effective repairs;
 - Ability to read, write, and to follow instructions;
 - Ability to comply with all safety rules and regulations in relation to the air conditioning trade;
 - Skill in the use of tools and equipment associated with air conditioning and refrigeration repairs;
 - Experience in troubleshooting pneumatic and electronic controls;
 - Basic knowledge of fire and security systems; and
 - Knowledge of the operations of facilities management systems.
- Possess and maintain a valid driver's license in accordance with Board of Education Policy and Regulation;
- Universal CFC certificate preferred, CFC Type I and II required; and
- Maryland State Stationary Engineering License Grade 1-3, preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight hours employees – Range 14.

BARGAINING UNIT: EASMC-ESP