

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

MAINTENANCE TRADES III (HVAC)

POSITION: Maintenance Trades III (HVAC)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled trades person, it is expected the candidate will have 4 years minimum experience, a combination repair and maintenance of a wide variety of air conditioning and refrigeration systems. Work is to be performed under the general supervision of the foreman.

ESSENTIAL FUNCTIONS:

- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Check, maintain, and repair refrigeration and chiller systems;
- Maintain and repair steam and chilled water systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions; and
- Consistent and reliable attendance.

DUTIES AND RESPONSIBILITIES:

- Troubleshoots, diagnoses, and repairs air conditioning and refrigeration systems and ventilation units, including such items as replacing compressors, changing shaft, and bearing assemblies, repairing oil and refrigerant leaks, and installing duct work.
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping.
- Performs scheduled preventive maintenance, making visual inspections, removing and cleaning line strainers, checking controls, testing water samples for pH factor, lubrication, checking/changing drive belts, and changing oil; monitors pressures, adjusts controls, gas valves, regulators, and air handlers.
- Leads or instructs employees as delegated.
- Participates in the maintenance of shop equipment and maintenance of the cleanliness of the shop.
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed.
- Responds to emergency duty assignments when required by supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Four years of experience in the repair and maintenance of a wide variety of air conditioning and refrigeration 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 and refrigeration units;
- Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of air conditioning and refrigeration units;
- Considerable knowledge of the properties and safety standards of various refrigerants;
- 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.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARYGRADERANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP