



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: HVAC Apprentice

F.L.S.A. Non Exempt

QUALIFICATIONS:

- Certified HVAC technician with less than five years of experience.
- Successful completion of a recognized HVAC vocational technical program or related courses.
- Maintain physical competence to turn, twist and bend as required to operate equipment.
- Able to work overhead and on a ladder.
- Properly licensed to operate a vehicle.
- Ability to lift a minimum of 60 pounds repeatedly.
- Excellent communication skills.
- Must be team oriented

REPORTS TO: Maintenance Supervisor

TERMS OF EMPLOYMENT: Twelve month employment (261 days) with benefits according to the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Assist in maintaining the district's HVAC equipment in a condition of operating excellence so that full educational use of the facility is possible at all times.
2. Assist in responsibility for the safe condition of boilers, heaters, furnaces, exhaust fans, air handlers, air conditioners and chillers in the facilities owned or operated by the District.
3. Assist in the heating and cooling repair work as assigned in a timely manner.
4. Perform the routine maintenance of HVAC systems in District facilities.
5. Recommend supplies and equipment for purchase and in maintaining the inventory of District-owned tools, equipment, and supplies.
6. Assist with providing cost estimates of heating and cooling repair projects in terms of labor and materials.

7. Examine District owned and operated facilities on a regular basis for purposes of preventive maintenance and safety, which includes greasing motors, changing belts, cleaning coils and changing filters on a regular basis.
8. Successfully complete classes and/or course work to stay abreast on new technologies.
9. Demonstrate mechanical aptitude and ability to read blueprints and schematics.
10. Work as needed on snow removal to get a building ready for operation, which may include early morning, late night, weekend, or holiday work.
11. Works in extreme weather conditions such as winter cold or summer heat as needed. Takes appropriate precautions in such conditions to ensure personal safety such as wearing appropriate clothing or taking frequent water breaks.

OTHER JOB FUNCTIONS:

1. Attend meetings or work overtime as requested by supervisors or district administration.
2. Be respectful and courteous to parents, students and staff.
3. Dress and grooming should be appropriate. Wear proper uniform and name badge.
4. Reads and responds to email in a timely manner.
5. Completes all required training.
6. Performs other duties as assigned.