

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

HVAC SPECIALIST

Purpose of the Job

The HVAC specialist is a person responsible for the operation of commercial heating, ventilation, and air-conditioning systems and commercial kitchen refrigeration.

Essential Job Functions

1. Monitor, on a regular basis, all heating, ventilation, and air-conditioning systems and commercial kitchen refrigeration, electric and gas boilers make any necessary adjustments.
2. Plan and coordinate major HVAC systems repair, perform preventative maintenance, as well as overhaul, and refitting projects. Promote and enforce energy management strategies of the district.
3. Able to operate equipment through use of DDC computers & maintain district maintenance files.
4. Perform other duties as assigned.

Qualifications:

Education & Experience:

1. Experience in DDC and Energy Management preferred.
2. Experience in the operation and repair of gas and electric fire boilers, heat pumps and VAV air handlers.
3. Post Secondary training or apprenticeship served preferred.

Knowledge Skills & Abilities:

1. Knowledge of electrical and mechanical codes and practices.
2. Demonstrated ability to work cooperatively with other employees.
3. Demonstrated ability to read blueprints and make changes as alterations, improvements, and additions are made.
4. Physical capabilities to accomplish assigned tasks.

Licenses, Certificates & Special Requirements:

1. Valid Washington State Drivers License
2. Must be CFC (Class IV Universal) Certified or obtain within 90 day probationary period.

Reporting Relationship:

Reports to the Director of Maintenance & Operations.

Union Affiliation:

SEIU

FLSA Status:

non-exempt

Wage Range:

SEIU Wage Schedule

Job #

SEIU-112

Job History:

Created: 11/12/91 Revised: 8/6/04; 5/1/13; 4/04/14

Immediate Supervisor

Date

Asst. Supt of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice