



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	HVAC Technician
Payroll/Personnel Type:	12 Month
Job #:	6628
Reports to:	HVAC Manager/Designee
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

Position Summary:

This position involves manual work providing HVAC services with specific responsibility for identifying repair/replacement needs necessary to maintain/upgrade HVAC equipment and systems; providing necessary information on the proper uses of the equipment, and ensuring adequate materials are available to complete assignments promptly. Assist other skilled trades; and ensure that tools and materials are available. Work is assigned and performed by established procedures or follows a well-defined routine. Work is subject to close inspection in progress or upon completion to ensure the performance of work is by established standards or specifications.

Essential Functions:

- Coordinates with requesting departments and other trades to complete projects/work orders efficiently
- Diagnosis malfunctions of heating/air condition/refrigeration systems and/or components to identify repair/replacement needs necessary to maintain equipment and systems
- Directs other maintenance workers as may be required to ensure that assignments are completed in a safe, proper, and timely manner
- Installs heating/air conditioning/refrigeration systems and related equipment (e.g. unit heaters, pumps, safety controls, etc.) to provide comfort inside facilities
- Maintains tools, supplies, and/or equipment (e.g. torches, cutters, drills, test equipment, sheet metal, filters, control components, fan blades, gaskets, seals, etc.) to ensure the availability of items, and that all equipment is in safe operating condition
- Meets contractors and engineers to discuss problems with new installation and future projects
- Orders equipment and supplies (e.g. replacement parts, filters, sheet metal, associated hardware, etc.) to maintain inventory and ensure the availability of required items
- Prepares documentation (e.g. service records requisitions, work performed, etc.) to provide written support and/or convey information
- Repairs various items, systems, and/or components (e.g. refrigerators, air conditioning systems, heating units, etc.) to provide renovation and preventive maintenance of heating/air conditioning and refrigeration systems
- Requests equipment and supplies to maintain inventory and ensure availability of required items
- Responds to emergencies for the purpose of resolving immediate safety concerns
- Transports various items (e.g. tools, equipment, supplies, etc.) to ensure the availability of materials required at the job site
- Must maintain a valid driver's license

Knowledge, Skills, and Abilities:

- Knowledge of design techniques and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models



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- Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology and other applications
- Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including building automation systems
- Ability to work with numbers, their operations, and inter-relationships including arithmetic, algebra, geometry, calculus, statistics, and their applications
- Considerable knowledge of the standard practices, methods, tools, and equipment of the HVAC trade
- Knowledge of hazards and safety precautions of the HVAC trade
- Ability to work from blueprints, sketches, and specifications
- Ability to read and understand information and ideas presented in writing
- Skilled in the use of the tools and equipment of the HVAC trade
- Ability to understand and carry out oral and written instructions

Experience:

- Minimum of six years of Journeyman-level HVAC experience

Education:

- High School Diploma or Technical High School (required)
- Associate or Technical Degree (preferred)
- Universal EPA Refrigeration Certificate License

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:



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Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.