



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

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<b>Position Title:</b>	Temporary HVAC Technician
<b>Payroll/Personnel Type:</b>	11 Month
<b>Reports to:</b>	Facility Manager or Designee
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not 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 in a timely manner, on an as needed basis. Assist other skilled trades; and ensure that tools and materials are available. Work is assigned and performed in accordance with established procedures or follows a well-defined routine. Work is subject to close inspection in progress or upon completion to ensure performance of work is in accordance with established standards or specifications.

**Essential Functions:**

- Coordinates with requesting department and other trades for the purpose of completing projects/work orders efficiently
- Diagnoses malfunctions of heating/air condition/refrigeration systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems
- Directs other maintenance workers as may be required for the purpose of ensuring 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.) for the purpose of providing 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.) for the purpose of ensuring the availability of items, and that all equipment is in safe operating condition
- Meets contractors and engineers for the purpose of discussing problems with new installation and future projects
- Orders equipment and supplies (e.g. replacement parts, filters, sheet metal, associated hardware, etc.) for the purpose of maintaining inventory and ensuring availability of required items
- Prepares documentation (e.g. service records requisitions, work performed, etc.) for the purpose of providing written support and/or conveying information
- Repairs various items, systems and/or components (e.g. refrigerators, air conditioning systems, heating units, etc.) for the purpose of providing renovation and preventive maintenance of heating/air conditioning and refrigeration systems
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items
- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site
- Must maintain a valid driver's license



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**Knowledge, Skills, and Abilities:**

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



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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.***