



City of St. Charles School District

SKILLED MAINTENANCE – HVAC/COMMERICAL

Reports to: Supervisor of Maintenance/Assistant Superintendent Business
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days which includes 8 paid holidays according to Board Policy.
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

This position helps to maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.

- Estimates cost of materials and labor in relation to jobs.
- Operates and maintains the district temperature control systems
- Diagnoses and corrects temperature control problems in pneumatic and electronic control systems.
- Troubleshoot and repair various refrigeration equipment and systems.
- Troubleshoot and repair various types of boilers, heating equipment and systems.
- Completes preventive maintenance on heating and cooling equipment.
- Maintains regular attendance.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent preferred.

- Demonstrated training in related performance responsibilities such as: Licensed Heating/Ventilation and Air Condition and Recovery System Engineer Services, preferred.
- Possess and maintain a valid Missouri Driver's License.

COMMUNICATION SKILLS:

- Ability to write reports and complete work orders consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Must be certified in proper refrigerant practices.
- Skill in refrigeration installation, maintenance and repair, at journeyman level.
- Knowledge of refrigeration tasks and test equipment.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 75 pounds of materials, etc. Specific vision abilities required by this job include

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close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

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 by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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