



David Douglas School District #40

Classified Job Description

MAINTENANCE IV – HVAC

Schedule: 12 months per year
Class: 17

POSITION PURPOSE

To assist in the ongoing maintenance of district facilities in the following areas:

- Electrical maintenance, repair and modification
- HVAC/Controls maintenance, repair and modification
- Plumbing maintenance, repair and modification

NATURE AND SCOPE OF RESPONSIBILITIES

- Troubleshoot systems in one or more of the above mentioned areas of responsibility
- Determine cause of failures and make appropriate repairs
- Upgrade/install new equipment and perform other small projects as required
- Order parts as needed
- Assist in developing specifications and arranging subcontracting for projects requiring outside help
- Assist other trades and maintenance personnel as requested
- Perform cross-trade assignments to assist the district's overall maintenance operations
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Possess and maintain a valid Oregon driver's license and a good driving record.
- Possess a valid license to perform duties where required by regulation – i.e. Journeyman HVAC certification.
- Knowledge of codes and regulations in area of responsibility.
- LME electrical license or higher required.
- Boiler/Pressure Vessel Building Service Mechanic Class 5 Certificate, Industry Brazing Certificate and/or an EPA Refrigerant Certificate preferred.
- Experience using PC applications, such as Excel, MS Word, e-mail, and databases.
- Experience in the installation and repair of all types of commercial equipment in area of responsibility.
- Knowledge of occupational hazards and safety precautions of the trades.
- Skill in the use of the tools and equipment of the trade.
- Ability to harmoniously with others and communicate effectively, both orally and in writing.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing and general maintenance. Ability to work outside year around. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.