

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Maintenance - HVAC**

**Purpose:**

The job of Maintenance HVAC was established for the purpose/s of maintaining heating/air-conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and assisting other skilled trades as ability allows.

**Reports to:**

The job of Maintenance is under the direct supervision of the Director of Facilities Management.

**Essential Functions:**

- Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Diagnoses problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel (i.e. Director of Facilities, principal, FOM, etc.) regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs, diagnoses, inspects, repairs, and services a wide variety of heating and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, DDC programs, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Performs and schedules routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours if available for the purpose of resolving immediate safety concerns.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.

**Other Functions**

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.

- Monitors contract work for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

**Minimum Qualifications:**

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

**Knowledge of:**

- Intermediate level computer skills
- Operating equipment used in the installation, repair and maintenance on HVAC equipment
- Planning and managing projects
- Preparing and maintaining accurate records
- Handling hazardous materials
- Standard practices of the HVAC trade
- Theory of HVAC systems
- Materials, methods and tools used in the operation and repair of HVAC systems
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC
- Air compressors and pneumatic controls
- Manual and electrical tools and equipment applicable to the HVAC trade
- Welding and soldering techniques
- Health and safety regulations
- Basic record-keeping techniques
- Proper methods of storing equipment, materials and supplies

**Ability to:**

- Perform skilled mechanical maintenance duties in the inspection, repair, maintenance and alteration of District heating, ventilation and air conditioning systems and related equipment
- Calibrate systems
- Perform preventative maintenance and routine servicing of equipment
- Diagnose defects and install, repair and maintain heating, ventilating and air-conditioning units
- Operate specialized machinery, equipment, and tools utilized in the repair, and maintenance of heating, ventilation, and air conditioning
- Read and work from blueprints, shop drawings, and sketches
- Communicate effectively both orally and in writing with diverse groups
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records
- Observe legal and defensive driving practices
- Adapting to changing work priorities

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak English effectively with staff, students, and community members.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds. The job is performed at times under extreme temperature variations and in all weather conditions.

**Experience:** Job related experience within specialized field is required. (minimum of 5 years on job experience required)

**Education:** High School diploma or equivalent

Preferred Candidates will have completed an HVAC/R program of study

**Certificates & Licenses:** EPA Refrigerant Certification Type I and II, and/or Universal Refrigerant Certification

Possess a valid Illinois driver's license.

**Performance Responsibilities**

The specific duties and responsibilities of the Maintenance (HVAC) employee shall be to:

- Install, diagnose, inspect, repair and service a wide variety of heating, ventilation and air conditioning equipment and systems
- Repair and maintain low-pressure hot water systems and ventilation units
- Determine and schedule preventative maintenance and perform preventive maintenance
- Replace fans, belts, motors, gaskets, filters, and compressors; lubricate parts
- Adjust and install switches, gauges, thermostats, valves, tubing, transformers, pressure regulators, controllers and other parts as needed
- Descale tubing; cut and thread pipe; make pipe and electrical connections
- Add refrigerants and oil; test for defective parts; make electrical repairs related to air conditioning, heating and ventilation equipment
- Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment
- Operate specialized machinery, equipment and tools utilized in the repair and maintenance of heating, ventilation and air conditioning
- Adjust and calibrate all mechanical equipment, ovens, controls, pumps, chillers and boilers
- Clean boilers and chillers annually and inspect internal systems
- Change filters and clean coils and internal components such as condensate pans and drains
- Replace vee belts, pumps, pump seals, valve packing, bearings and all normal wearing components
- Maintain tools, equipment and supplies in a safe and orderly condition
- Maintain routine records and purchase parts as necessary
- Remove snow and ice as needed;
- Maintain high-quality standards in housekeeping for both inside and outside work areas;
- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;

- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Report injuries, accidents, and illness (absences) to the district administrator;
- Communicate effectively with district personnel;
- Operate a district vehicle observing traffic laws and using defensive driving practices
- Perform other duties as assigned.

**FLSA Status:** Non-Exempt