

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Journeyman Heating, Ventilating, Air Conditioning and Refrigeration

Supervisor's Title: Lead HVAC-R

Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review** _____

Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____

Job Location: Maintenance Services **Lane** _____

Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Installs, repairs and maintains building heating, ventilating, air conditioning and refrigeration equipment throughout the schools and other district buildings.

ESSENTIAL FUNCTIONS

- Maintains, repairs and services building heating, ventilating, air conditioning and refrigeration equipment.
- Participates in refrigerant tracking program to assure compliance with Environmental Protection Agency and Department of Transportation regulations.
- Participates in annual inspection of boilers to ensure safe and proper operation and to meet insurance requirements. Also performs combustion analysis on suspect burners to maximize energy efficiency.
- Performs inspections, repair and replacement of HVAC-R systems (including ductwork, dampers and air distribution equipment. Inspects new installations of mechanical equipment and boilers.
- Works closely with Energy Management in service and repair of direct digital temperature and energy management controls. Assists in implementation of Indoor Air Quality management plan providing clean, well ventilated buildings. Inspects mechanical and HVAC-R systems, ductwork, dampers and air distribution equipment.
- Participates in education & compliance requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.
- May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have thorough current working knowledge of HVAC-R trade as it applies to commercial and industrial installation, maintenance and repair and its accompanying tools, equipment and procedures. Must have ability to understand blueprints, technical drawings and schematics. Must maintain current knowledge of federal and state laws and regulations as to air quality, refrigerant and hazardous waste handling, transportation and disposal. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed two years of full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license. Must possess a current and valid class 1 and 2 Refrigerant Handlers Certification. Will be required to obtain and maintain a current Boiler Operator's and Steam Engineer's permit within first two years of employment.

REQUIRED PRIOR WORK EXPERIENCE

Requires four years of job related and carefully monitored training in the District designed apprenticeship program with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

District emergencies may require some irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.