

Arlington School District No. 16  
Job Description

**JOB TITLE: Maintenance Worker/HVAC Technician/Journey Level**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	District
<b>REPORTS TO:</b>	Director of Support Services
<b>HOURS:</b>	Up to 40 hours per week/260 days per year
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** The Maintenance Worker/HVAC/Journey Level will perform duties to keep the District facilities well maintained and provide for a comfortable learning environment free from safety hazards, and work as a liaison for vendors and contractors with respect to associated projects, i.e. energy conservation projects. The employee will install, repair, operate and maintain the District heating, ventilating and air-conditioning equipment and energy management control systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- May perform duties related to carpentry, masonry, painting, plastering, plumbing, steam fitting, mechanical or electrical work, machinists trades, etc.
- Coordinate with Director of Support Services when there is a need for major repairs or additions to heating, air-conditioning and ventilating equipment.
- Install, modify, troubleshoot, test and repair all District heating, ventilating and air-conditioning equipment and energy management control systems.
- Layout, fabricate and install mechanical, pneumatic, electrical and electronic temperature controls for heating and ventilating systems and components.
- Inspect air-conditioning and refrigeration units for evidence of refrigerant leaks or mechanical damage.
- Keep all HVAC systems in a safe and serviceable condition.
- Insulate pipes and equipment, operate and maintain boilers.
- Operate, maintain and repair power tools and equipment used to perform essential duties.
- Report misuse, safety concerns, or abuse of District facilities and equipment to the Director of Support Services.
- Maintain, operate, diagnose and repair electrical, mechanical and structural systems of all District facilities.
- Safely operate automotive equipment to transport materials and supplies.
- Comply with all District, State, Federal policies, procedures, codes, laws, and direction from Director of Support Services.
- Budget for projects and order material and equipment as needed. Order and stock supplies and related repair parts.
- Install fittings, hangers, anchors, guides, fixtures, hardware, window shades, lights, etc.
- Permit, plan, construct and fabricate structures and equipment to be used in the District facilities.

- Inspect electrical, communication, and fire alarm systems and equipment to detect and correct faulty components or parts.
- Unlock and secure District buildings as assigned.
- Install, align and balance new and existing equipment.
- Inspect and install indoor and outdoor bleachers and playground equipment.
- Perform locksmith duties including the repair and/or replacement of locks and hardware, cutting and duplication of key and the use of specialized equipment.
- Prepare and maintain records of maintenance and repair work, prioritize and complete work orders in a timely manner.
- Conduct job walks and inspections on new as well as existing sites.
- Utilize specialized equipment, electronic and mechanical test devices, and common hand and power tools.
- Responsible for planning and scheduling workloads.
- Participate in meetings where ideas and future projects are discussed. Attend trainings as required.
- Diagnose and repair problems using computer skills, blue print, schematic and repair manuals/OEM publications reading and interpretation.
- Identify and eliminate safety hazards throughout the District.
- Maintain the security of District facilities, including the use of the Sonitrol system.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Maintain professional standards in confidentiality and use of student information.
- Establish and maintain cooperative working relations with staff, students, and the public with a focus on quality customer service and positive communication.
- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department

**QUALIFICATION 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 and previous employment experience in plant maintenance and/or construction related fields.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license  
Refrigeration Operating (CFC) license

**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 or otherwise communicate effectively in the English language.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables.  
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 regularly required to walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch. The employee must frequently lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

There are no unusual environmental conditions; work is performed both indoors and outdoors. Typically, the noise level in the work environment is moderate. While performing the duties of this job, the employee occasionally will walk on slippery surfaces.

*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. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

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