

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: HVAC
Department/Section: Maintenance
Supervisor: Supervisor of Maintenance

SUMMARY OF FUNCTION:

Maintain and repair all refrigeration equipment and heaters; maintain and repair air thermostats.
Distinguishing Characteristics: This position maintains and repairs all HVAC equipment.

TYPICAL TASKS:

1. Maintain and repair all refrigeration appliances including disassembling and cleaning.
 2. Clean, maintain and repair roof top heaters and other gas-fired furnaces.
 3. Install, maintain or repair all thermostats, electrical valves, and heat transfer equipment.
 4. Maintain and repair appliances in cafeteria kitchens.
 5. Perform preventive maintenance on all equipment.
 6. Maintain a continuing maintenance program; perform all work in accordance with applicable health and safety codes.
 7. Perform other duties as assigned or needed.
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QUALIFICATIONS:

Specific training or job experience required before appointment

Completion of four years technical training in repair and maintenance of HVAC; four years of progressively responsible HVAC maintenance and repair experience; or equivalent combination of training and/or experience. Knowledge of electrical preferred.

**Maintenance personnel are subject to 24-hour emergency calls.