

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

HVACR TECHNICIAN I

Class Code: 7040

Job Family: Skilled Trades/Technicians

Classification: Support Staff

Terms of Employment: Pay Grade 54 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, installs, repairs, overhauls, and maintains residential and light commercial heating, ventilation, air conditioning, and refrigeration equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs, repairs, and maintains residential and light commercial heating, ventilating, air conditioning, and refrigeration (HVACR) equipment varying from split direct-expansion (DX), multizone, variable air volume (VAV) packaged systems, and their operating controls.
2. Installs, repairs, and services natural and forced draft convection gas and electric heating equipment, space heaters, furnaces, heat exchangers, gas valves, blower motors, regulators, controls and circular pumps.
3. Installs, repairs, and services pumps and blowers of evaporative-cooling equipment and associating controls.
4. Responsible for safe handling and disposal of hazardous waste materials as they relate to refrigerants and refrigerant oils.
5. Services and repairs walk-in/reach-in refrigerators/freezers, counter top and under-the-counter refrigerators/freezers, milk boxes, ice machines, shake machines, and residential refrigerators/freezers.
6. Operates on-site pneumatic electric and electronic control systems for HVACR equipment.
7. May assist HVACR Technician II's and System Control Technician's with chillers from 50 tons and higher, hydronic systems, electrical and electronic controlled systems, variable frequency drive (VFDs), air handlers, pumps and pump alignments, and cooling tower fans.
8. Performs preventive maintenance on all equipment listed above.
9. Inspects new equipment installations performed by contractors and reports status of work performed to supervisor and/or project manager.
10. Provides outlines and diagrams for special installation of HVACR equipment.
11. Initiates work orders and requests for equipment and shop supplies.
12. Assists the Crane Operator with rigging and placement of equipment.
13. Demonstrates/instructs facility personnel on the operation, minor repair, and safety standards of HVACR control equipment.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves technical work in the installation, maintenance, and repairs on heating, air conditioning, and refrigeration equipment operating on low and high voltages and pressures.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectation):

1. Knowledge of practices and procedures of HVACR trade.
2. Knowledge of building construction.
3. Knowledge of practices and procedures of the Environmental Protection Agency (EPA) Clean Air Act.
4. Knowledge of electrical codes and practices.
5. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), Occupational Safety and Health

Administration (OSHA), International Building Codes (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), Environmental Protection Agency (EPA), etc.

6. Ability to read and interpret blueprints, specifications, and plans.
7. Ability to learn and apply operating procedures.
8. Ability to meet predetermined deadlines.
9. Ability to read and interpret written and/or oral instructions.
10. Ability to plan and organize work.
11. Ability to safely move and relocate heavy objects.
12. Ability to perform strenuous and physical work.
13. Ability to operate hand and power tools and equipment.
14. Ability to distinguish color-coded wires.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to withstand heights and perform work safely.
18. Ability to work cooperatively with employees, vendors and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completion of apprenticeship or journeyman certification as an HVACR technician; or, Four (4) years experience as an HVACR technician; or, A combination of HVACR technical training and experience (minimum of two (2) years HVACR experience) equivalent to four (4) years will be accepted in lieu of the four (4) years experience required.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship and/or journeyman certificate/card, if applicable.
4. Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40 Code of Federal Regulation (CFR) part 82, subpart F. Must be maintained for the duration of the assignment.
5. Forklift certification from the Clark County School District. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Apprenticeship and/or journeyman certificate/card, if applicable.
3. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history issued by the Department of Motor Vehicle.
5. Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40 CFR part 82, subpart F.
6. District-issued forklift certification.
7. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - schools (i.e., classrooms, cafeterias, offices, boiler rooms, facility roof tops, etc.), construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or up 10-20 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud and occasional to frequent time periods and frequent electrical shock hazards.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

District-issued vehicles, various ladders, analog and digital temperature analyzers, eye and hearing protection equipment, electronic refrigerant leak detectors, pressure/vacuum pumps, oxy-acetylene welding/cutting equipment, megohm meters, analog and digital volt ohm/amp meters, pneumatic calibration gauge kits, motorized forklifts, chain hoists, refrigerant reclamation equipment, mobile hand held radios, hand and power tools, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.