

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Maintenance Worker - HVAC
Department:	Maintenance
Reports to:	Lead Maintenance Worker and/or Supervisor of Plant & Grounds
Supervises:	N/A
Description of job:	
Summary of Responsibilities:	
<p>Responsibility for maintaining the physical school plant and grounds in a condition of operating excellence in order to afford their full educational use at all times. Provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning</p>	
Primary Function:	
HVAC-R Mechanical	
<ol style="list-style-type: none">1. Diagnose and repair HVAC mechanical control, pneumatics, digital heating control modules, and recordkeeping2. Preventive maintenance program to include, AC air filters, coils, lines, belts, both roof and wall mounted units3. Perform quarterly and seasonal inspections to include steam boiler safety valves.4. Heating and cooling diagnose for steam, water and air building systems. Adjust and calibrate controls, T-stats, low voltage line voltage. Troubleshoot water, steam, gas, and oil.5. Fabricate window units, boiler sequence, classroom climate control, uninvents, fuel tank measurement, set points, and all HVAC automated systems.6. High School Security camera's7. Assist trades professionals with such trade related duties8. Snow removal team, plowing and cleaning of drainage areas and parking lots.9. On call for all related emergencies.	
Essential Functions:	
<ol style="list-style-type: none">1. Performs a range of duties in the fields of carpentry, construction, electricity, plumbing, heating and pipefitting, refrigeration and air conditioning and painting in order to maintain the school plant in a condition of operating excellence.2. Performs a variety of painting duties including preparing and repairing surfaces, mixing and matching paints, determining paint requirements, cutting and setting glass, and hanging paper. Includes varnishing, enameling, calcimining, and shellacking.3. Performs a range of carpentry construction and repair duties applicable to all aspects of all buildings including the design, construction, installation and maintenance of wood, concrete and block construction projects.4. Read blueprints and manufacturer's instructions and perform construction and repair work in accordance with same.5. Assist in making plans, specifications and material takeoff.6. Licensed electrician makes electrical repairs including the installation of electrical outlets, lighting equipment, and circuit breakers.	

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7. Perform masonry work in connection with buildings, foundations, walks and walls.
8. Make repairs and adjustment to machinery and equipment including refrigeration and air conditioning equipment.
9. Perform a variety of plumbing duties including maintenance, diagnosis and repair of fixtures, heating and air conditioning systems, water, gas and waste disposal systems.
10. Conduct an ongoing program of general and preventive maintenance, inspection, upkeep and repair.
11. Maintain school grounds and athletic fields including seeding, cultivation, planting, trimming, and snow shoveling,
12. Performs related work as required at the direction of the Supervisor of Maintenance.

Protective Personal Equipment:	When necessary: gloves, safety glasses, steel toe shoes, earplugs or muffs, hard hats, respirators, coveralls, orange vests and snow related clothing.
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Classification:	Sedentary:	Light:	Medium:	Heavy: X	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual:	Automatic: Yes
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Work Environment

Floor Surface:	Tile or Carpet		
Inside:	Up to 100%	Outside:	Up to 100%
Lighting:	Fluorescent or Incandescent		
Vibration:	Hand tools, lawn equipment and snow removal equipment		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 75 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X	X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X				
35 – 50+lbs.		X				

CARRYING

Maximum weight carried: up to 50 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50+ lbs.		X				

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PUSHING/PULLING						
Maximum push/pull: 50 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.						
10 – 20 lbs.		X	X			
20 – 35 lbs.		X	X			
35 -50 lbs.		X				

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing				X	
Walking			X		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X	X		
Reaching – Horizontal			X		
Grasping		X	X		
Pinching		X			
Manual Dexterity		X	X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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:

Five to seven years' experience in general maintenance, carpentry, construction, electricity, plumbing, heating and air conditioning systems, and painting.

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License/Certificate/Certification:

Masters Refrigerant License, Stationary Engineers License HVAC, Heating and Cooling, Steam Boilers, Heating Control Modules, UST class C, Asbestos Awareness Certificate

Technological and/or Technical Skills:

A working knowledge of, and the skill to apply, the principles and practices of the building trades, including carpentry, construction, electricity, painting, plumbing heating and pipefitting, refrigeration and air conditioning.

Communication Skills:

Ability to communicate effectively both orally and in a written format with all levels, including administration, staff, and peers. Ability to effectively function in an environment which utilizes group problem solving and team based decision making.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with staff and members of the public in a helpful, efficient and professional manner.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 10/2015