

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: HVAC/R – Project Leader
Prepared Date: 10/15/2018
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Project Leader – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the HVAC/R – Project Leader is to be responsible for coordinating and executing repairs, troubleshooting, and preventive maintenance on heating, ventilation, air conditioning, and refrigerant systems. Maintains efficient operation of the District’s environmental control systems. The Project Leader repeats instruction from supervisors to workers in the group. Assigns work to the group and directs projects while setting the work pace. Must demonstrate proper methods or techniques involved in the tasks to be accomplished. He/she is responsible for plans, blueprints, materials, and tools being available on the job. The Project Leader informs supervisors of impending problems, urges and advises employees to follow instructions and meet deadlines, and reports to the supervisors as to the status of the work assigned. The Project Leader inspects work in progress and assures that safety and fire rules are followed.

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- An associate's degree in Energy Management, Industrial Technology, or a related field **or** completion of a formal apprenticeship in HVAC/R related field
- Minimum of five (5) years of journey level experience in HVAC/R
- Section 608 Technician Certification, or obtained within 6 months of employment
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience in an organization maintaining multiple buildings and sites

SKILLS AND KNOWLEDGE:

- Excellent interpersonal and communication skills.
- Critical thinking, problem solving and troubleshooting skills.
- Knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and set-ups used in HVAC/R systems and operations
- Knowledge of electronics, including microprocessor operations and digital controls
- Knowledge of energy management and conservation systems including remote computer aided access
- Basic knowledge of construction, carpentry, electrical, and plumbing concepts, practices, and techniques
- Knowledge of the uses and purposes of general maintenance, hand and power tools and equipment
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations in area of specialization
- Sufficient math skills to record and compute detailed measurements and calculate load factors

- Ability to perform all of the essential duties in the area of specialization at the journey level with minimal supervision
- Ability to use and maintain all of the tools, equipment, and vehicles used during routine performance of duties
- Ability to plan and schedule maintenance and system operations to maximize energy efficiency while responding to the needs of the customers
- Ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency
- Ability to work with HVAC/R Technicians and set work pace.
- Ability to interpret plans and specifications
- Ability to establish and maintain harmonious relationships with public and coworkers.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, Email, etc. required within 6 months after hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain air handlers at optimal levels. Tighten, adjust, repair, replace, and calibrate boilers, chillers, cooling towers, variable frequency drives, motor control contactors, pumps, etc. Perform tune-ups and preventive maintenance on chillers.
- Perform preventive maintenance on high voltage switch gear, walk-in freezers, and cafeteria equipment, as they relate to HVAC or related equipment.
- Design, fabricate, and install duct work, airflow systems, condensers, refrigeration to accommodate new and existing building and equipment requirements at all sites. Remove old equipment and refrigerants according to applicable laws and safety standards.
- Maintain and administer building energy management systems by using computer-aided controls, digital equipment controllers, data communications cabling, and other devices or functions that enhance energy utilization.
- Perform a variety of electrical repair and maintenance duties. Install, adjust, repair or replace, motors, heaters, transformers, dampers and other electrical apparatus. Operate electrical equipment.

- Operate, maintain, inspect, and repair heating, air conditioning refrigeration, water treatment, co-generation, heat reclamation, thermal energy storage, ventilation and air compressor equipment used with HVAC.
- Test, adjust, and calibrate boiler and air conditioning machinery and mechanical, electrical, and digital control instruments. Test and, as required, chemically treat boiler, condenser and cooling tower water and water from other systems.
- Respond to reports of heating or cooling problems, suspicious odors, electrical problems, refrigeration problems, and other urgent situations. Maintain, inspect, diagnose and make emergency repairs to natural gas, water, refrigeration, and air distribution systems.
- Analyze energy conservation. Operate and program the energy management system to optimize energy consumption while providing scheduled services to District facilities.
- Program, monitor, and schedule multiple computerized energy management systems at various sites. Writes program utility blocks in global control modules to control application-specific devices.
- Interpret load factors to ensure adequate cooling and heating of occupied space, including air distribution system plenums, economizers, electrical loads, and exhaust fans.
- May contribute to designs, participate in purchases, and repair District wide industrial electrical systems. Determine priorities for requisitioning materials and supplies. Trouble shoot and repair motor controllers, pumps.
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Read, interpret, and maintain up-to-date blueprints, maps, schematic wiring diagrams and specifications.
- Maintain up-to-date knowledge of indoor air quality standards and compliance requirements. Confer with others to recommend and evaluate heating, ventilation, air conditioning, and energy management infrastructure for new and remodeled facilities.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- May lead other technicians or provide orientation on District systems at all sites. May assist or participate with technicians in the construction, fabrication, and installation of building components.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 - 7.5 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate but a employee may be exposed to very loud noises that can damage hearing without proper protection. The employee may work inside and outside in all different weather conditions including extreme cold and extreme heat. The employee may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose,

and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems