

OPERATIONS - GROUP 5 – HVAC/PLUMBING TECHNICIAN
Job Description

I. Minimum Qualifications:

- Must be at least 18 years of age and hold a valid driver's license.
- Must be able to read and follow written instructions, identify material specifications, and make written reports as directed.
- Must be able to lift and move 50 pounds.
- Extensive knowledge of hand and power tools, and equipment associated with regular maintenance activities.
- Expert knowledge and proficiency related to heating, ventilation and air conditioning systems, components, and controls.
- Proficiency in the use of standard business technologies (email, electronic documents, spreadsheets and forms, online training).
- Five or more years of experience in all aspects of HVAC maintenance and service including the maintenance and repair of gas, oil, and electric equipment.
- Five or more years of experience in the operation and maintenance of building automation and climate control systems.
- Vermont licensing (plumbing, gas, oil, electrical) preferred.

II. Employment Terms:

- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.

III. Reporting Level:

- Reports to the Maintenance Supervisor. Overall responsibility is to the Director of Buildings & Grounds

IV. Job Functions:

- Works indoors and out in a variety of facilities and weather conditions.
- Work involves kneeling, climbing, lifting, standing and similar physical activities.
- Inspection, regular and preventive maintenance, and repair of HVAC and plumbing components, equipment, and systems.
- Operation, maintenance, and repair of building automation system components, equipment, and systems.
- Inspect boilers, furnaces, and HVAC equipment per schedule and perform necessary maintenance and repairs.
- Communicates with contractors and suppliers as directed.
- Light carpentry, painting, electrical and plumbing maintenance and repair.
- General building & grounds maintenance and repair.
- Painting, drywall, flooring, masonry and similar finish maintenance and repair.
- Minor roofing maintenance and repair.

- Repairs/replaces/adjusts hardware, locks, fixtures, doors, windows, and other building components.
- Pick-up & delivery of products, supplies, furnishings, and equipment.
- Snow removal and landscaping as needed.
- Custodial work as required due to staffing levels or to meet operational needs.
- Event support (set-up/break down of seating, event related and athletic equipment).
- Other related duties as assigned to support departmental or district programs and responsibilities.

VI Responsibilities:

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and orderly appearance.
- Ability to work independently as well as cooperatively in a team situation.
- Available for occasional after hours and weekend events, projects, building checks, and emergencies.

VII. Evaluation:

- HVAC/Plumbing Technician will be evaluated at least once annually. Evaluation will be based upon this job description and other relevant criteria.