**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNICIAN**

**Immediate Supervisor: ASSISTANT MANAGER, MAINTENANCE**

**Core Function:**

Under the general supervision of the immediate supervisor, the HVAC Technician applies technical expertise in conjunction with other Maintenance Branch team members in the inspection, maintenance, repair and application of preventive maintenance practices to system facility, heating ventilation and air conditioning systems.

**Duties and Responsibilities:**

1. Operating from work orders, diagnoses, maintains and repairs a wide variety of heating and air conditioning equipment as well as electronic and pneumatic controls and their ancillary components. Examines wiring diagrams or blueprints to determine and perform the correct layout, assembly, installation or revamping of electrical wiring and related equipment in accordance with appropriate codes. Creates and updates metasys software programs.
2. Visits system facilities to determine the cause of air quality complaints or system malfunctions by visual inspection; tests with diagnostic equipment; adjusts, calibrates or replaces defective components using power and hand tools and equipment; and performs further tests to insure proper operation of the system.

1. In conjunction with other system personnel and Management, determines the sequence of operation for HVAC systems; develops, prepares, and implements preventive and routine maintenance service schedules.
2. Provides advice and instruction to building and other maintenance staff members on the proper operation, care and service of HVAC equipment and systems.
3. In accordance with established procedures, arranges for the inventory procurement, pickup or delivery of replacement units or spare parts for the operation, repair or replacement of HVAC systems and equipment.
4. Provides assistance to administrative staff in the determination of needs for the purchase, replacement, repair or removal of HVAC systems and equipment, and the preparation of the appropriate budgets.
5. Maintains files of appropriate repair and service manuals, brochures and related materials; maintains records on paper or computerized files of service and preventive maintenance procedures and schedules.
6. May operate the automated and centralized Energy Management and Control System, install systems in new facilities, and identify problems recommend the upgrading of the system software.
7. Performs other such duties as may be required to meet organizational objectives and deadlines.

**QUALIFICATIONS;**

1. Grade Xll plus a recognized Saskatchewan or Interprovincial Journeyman Certificate in Plumbing, Pipe fitting, Electrical, Refrigeration or Industrial Mechanic, Mechanical Technology or the completion of a technology program in engineering with at least five years’ experience, electronics or computers of a minimum of two years in duration combined with extensive directly related experience.
2. Previous experience in building controls installation and service. Preference given to those with Metasys experience.
3. Possession of a valid Saskatchewan driver's license is required.
4. Knowledge of computerized energy management and control systems is essential.
5. Ability to work effectively independently or in a team setting along with strong interpersonal skills.

June 2017