



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Crafts – H.V.A.C.	Location:	Maintenance
Reports To:	Maintenance Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent. A minimum of five years of experience and knowledge of skills and codes necessary to perform in all areas of H.V.A.C.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record. Certified for refrigeration preferred.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Perform activities of the H.V.A.C division including HVAC package units, evaporative coolers, central plant operations, chillers, cooling towers, flat plate operations, Building Automation System operations, programming and diagnosis, remotely from a P.C.
- Basic knowledge of all types of refrigeration including walk-in freezers, coolers, water fountains and refrigerators. Operate forklift, scissor lift, etc.

Qualifications

- Ability to communicate effectively, orally and in writing.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

SAFETY

- Conducting inspections on H.V.A.C systems and equipment and reporting their condition
- Informing the supervisor of unsafe H.V.A.C systems and/or equipment or situations
- Performing work on H.V.A.C systems and equipment in a safe and orderly fashion, while maintaining a neat and orderly work area and truck
- Supplying monthly reports on H.V.A.C conditions and status of outstanding work in the H.V.A.C Division of the Department

MAINTENANCE/CORRECTIVE PREVENTATIVE

- All corrective and preventative maintenance performed on all H.V.A.C systems and equipment.
- Maintaining an accurate and complete history, including all corrective and preventative maintenance
- Working with preventative maintenance schedules and work sheets in maintaining high standards in assigned area.
- Inspecting filters to make sure they are changed on a monthly basis.

DIAGNOSE AND REPORTING

- Inspecting, diagnosing, reporting, repairing, recording, and maintaining all H.V.A.C systems and equipment as required
- Analyzing and using results obtained from testing equipment.
- Acting as a consultant to the Maintenance Supervisor or his designee in areas of specifications and making recommendations within assigned area.



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INVENTORY CONTROL

- Responsible for selecting and demonstrating proper use and storage of materials and tools that are best suited to expedite completion of assigned jobs.
- Responsible for budget planning and requisitioning equipment and supplies within the funds allocated, as directed.
- Responsible to inventory of all H.V.A.C equipment district wide

MAINTENANCE TEAM

- Responsible for working in cooperation with other District maintenance personnel, administration, faculty and staff with regard to the conduct of activities in this function.
- Responsible for training and conducting in-service activities as directed for other District personnel, to assist them in the conduct of routine maintenance for all H.V.A.C systems and equipment.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Responsible for performing other duties when assigned by the Maintenance Supervisor.

VEHICLES AND TOOLS

- Responsible for daily cleaning and inspection of District assigned vehicle.
- Responsible for cleanliness of tools and making sure they are in correct working order.
- Responsible for the inventory of tools and stocking of tools on vehicle
- Make sure all tools and stock parts are inventoried.

OTHER

- Perform other duties when assigned by the supervisor.
- May be called after hours or weekends in the event of an emergency.
- Responsible for checking emails daily.
- Responsible for printing out daily work orders.

Physical Demands and Work Environment

- Physical Effort
- Bends, stoops, lifts, climbs
- Climbs to various heights and works in confined spaces.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Operates large and small power-driven machinery such as welder, drills, and inspecting equipment or other similar equipment.

Other Information:

- Must be able to pass a fingerprint clearance and background check.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.