



**Job Title: HVAC Lead**

**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**Grade:** MT-15  
**Number of Days:** 12 Months  
**Overtime Status:** Non Exempt

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**Job Objectives:** To provide prompt quality service to every school everyday. Provide a variety of tasks necessary to maintain the district's HVAC building systems. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson, report and track material costs and maintain a daily time sheet.

**Minimum Qualifications:**

- Must maintain a current and valid City and State HVAC Journeyman license and EPA certification.
- Must maintain a current and valid Oklahoma Driver License.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- To maintain all building HVAC systems including window units, rooftop units, chiller units, and reciprocating systems.
- Must have a thorough understanding of city codes and EPA regulations and have extensive knowledge regarding the operation of HVAC control systems, boilers, and associated heating equipment, care and use of materials, methods and kind of tools and equipment required to complete a job.
- Must be able to demonstrate the ability to plan, coordinate work schedules to complete job assignments without direct supervision.
- Perform various tasks as assigned by managers as needed.
- Must be willing to work overtime without advance notice.
- Must maintain a current and valid Oklahoma Driver License.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have knowledge and understanding and be able to repair all heating and air conditioning HVAC systems.
- Must have thorough understanding of city codes and EPA regulations and have extensive knowledge regarding the operation of HVAC control systems, boilers, and associated heating and air conditioning equipment.

**Supervisory Responsibility:** A Lead position requires that the employee must be able to demonstrate the ability to plan, organize and coordinate work schedules to complete job assignments without direct supervision.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- To work safely without injury at all times.
- Employee will be exposed to the outdoor environment; extreme heat and cold conditions.
- Employee must dress appropriately for current and applicable environmental conditions.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.