



T U L S A

PUBLIC SCHOOLS

Job Title: HVAC Craftsperson

Reports to: Maintenance Director
Department: Maintenance
Number of Days: 12 Months
Compensation: Hourly Grade 14
Overtime Status: Non-Exempt
Date Job Revised: 03/19/2007

Position Summary: Complete all assigned work orders in a timely manner. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson daily.

Qualifications/Job Requirements:

Education:

- High School diploma or equivalent

Specialized Knowledge, Licenses, etc:

- Current city and state mechanical journeyman license
- Current EPA certification
- Thorough understanding of city codes and EPA regulations
- Extensive knowledge regarding the operation of HVAC control systems, boilers, and associated heating equipment
- Care & use of common hand tools

Experience:

- Must have a minimum of 5 years' experience in maintenance of HVAC equipment.
- Must have thorough understanding of current city codes and EPA regulations.
- Demonstrate ability to assemble, install, service and repair refrigeration systems. Types of systems include window air conditioning units, rooftop units, chiller units and reciprocating systems.
- Must have extensive knowledge regarding the operation of HVAC control systems, boilers and associated heating equipment.
- Ability to perform routine preventative maintenance on all HVAC equipment.

Specific Training/Skills:

Physical Requirements (If Applicable):

- Lifting - May exceed 50lbs
- Climb ladders and scaffolds.

Other:

- Must be a self-starter
- Must have a positive attitude
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision

- Skilled in operating all types of equipment assigned to department
- Must have general knowledge in all areas of job responsibilities

Scope of Authority (If Applicable): NA

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site principals/administrators and staff

Essential Job Functions:

- Assemble, install, service and repair refrigeration systems
- Types of systems include window air conditioning units, rooftop units, chiller units, and reciprocating systems.
- Perform preventative maintenance o all HVAC equipment
- Coordinates with others shops as needed.
- Various other tasks as assigned by the Director and as needed.

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