

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

TECHNICIAN, HVAC CONTROLS

QUALIFICATIONS

- High School Diploma or equivalence OR Florida Special Diploma.
- Five years of verifiable experience in HVAC DDC controls and related HVAC systems.
- Possess and maintain a valid Florida Class D or E driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of technology as related to specific job functions.
- Ability to read and interpret control drawings, schematics and technical specifications.
- Ability to use appropriate meters and gauges.
- Ability to perform the responsibilities listed below.

REPORTS TO Division Supervisor

SUPERVISES None

POSITION GOAL

To ensure HVAC control systems are operated and maintained in an efficient manner, as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. *Diagnose, repair, calibrate and make adjustments to electric, electronic and pneumatic HVAC controls.
2. *Install and program DDC controls and associated components.
3. *Diagnose and repair variable frequency drives.
4. *Operate computer based control systems, establish run schedules and parameters and perform emergency restarts.
5. *Assist in estimating and planning maintenance and construction projects.
6. *Identify and report system repair needs and safety discrepancies when noted.
7. *Work safely from ladders, scaffolding platforms and lifts.
8. *Assist in the design and specification of HVAC control systems and verify the performance of completed work.
9. *Maintain accountability and inventory for assigned tools and equipment.
10. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Laptop PC, Multimeter, Wavelength Analyzer, Diagnostic Tools, Hand Tools, Drive a SCPS Van

PHYSICAL REQUIREMENTS

Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
D-08 \$38,815 - \$68,931	PeopleSoft Position TBA	<input checked="" type="checkbox"/> Applicable	August 10, 2004
District Salary Schedule	Personnel Category 18	<input type="checkbox"/> Not applicable	Previous Approval Date
Months 12	EEO-5 Line 53		
Annual Days 258	Function Vary		
Weekly Hours 40	Survey Code 81046	ADA Information Provided by Denis Quagliani	
Annual Hours 2064	Job Code 2059	Position Description Prepared by Denis Quagliani	