

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: Trades - HVAC-R (Heating, Ventilating, Air Conditioning, Refrigeration)
Job No: 320

POSITION SUMMARY: Under the supervision of the Maintenance Manager, the incumbent will perform duties related to the install, repair, modification and maintenance of heating, ventilation, air conditioning, refrigeration and control systems.

POSITION DUTIES AND RESPONSIBILITIES:

- Inspect, install, repair, modify and maintain a variety of heating, ventilation, air conditioning and refrigeration equipment and control systems, including hot water heating systems, roof top units, chillers, cooling towers, commercial refrigeration equipment and geothermal systems, etc.
- Establish schedules for Direct Digital Control (DDC) systems.
- Perform routine and preventative maintenance.
- Prioritize and plan work, select appropriate construction techniques, equipment and materials to achieve the objective of projects/work orders.
- Perform general maintenance duties using a variety of trade skills.
- Liaise with administrators, teachers, managers and supervisors to determine specific needs.
- Liaise with other trades to ensure the projects/work orders are completed safely, accurately and in a timely manner.
- Order supplies and equipment as required to perform duties.
- Perform all work in accordance with applicable statutes, regulations and codes, including District safety procedures.
- Maintain tools, equipment and a clean, safe work environment.
- Coordinate and schedule the day-to-day work of trades helpers occasionally, delegating tasks and monitoring output.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12.
- Interprovincial Trade Certification as a refrigeration and air conditioning mechanic which includes an in-class training component of 990 hours (33 weeks) and 177 weeks (6210 hours) of apprenticeship training.
- Must possess and maintain a valid B.C. Class 5 Driver's License.
- Must possess and maintain a valid B.C. Gas Fitters "B" Certificate.
- Successful completion of a recognized Environmental Awareness Course on Ozone depleting substances for CPC/HCFC.
- Experience in Direct Digital Control Systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and effectively carry out oral and written instructions.
- Ability to read and interpret blueprints, schematics, work sketches and specifications.
- Thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade.
- Ability to perform a variety of skilled tasks in the installation, maintenance, and repair of plumbing and gas components and equipment.
- Ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information.
- Ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts.
- Physically capable to perform the job duties.
- Basic working knowledge of computers.
- Ability to work with minimal supervision.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: May 3, 2022