



# HVAC TECHNICIAN

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Director of Operations and under the supervision of the Mechanical Team Lead the HVAC Technician (Heating, Ventilation, and Air Conditioning) carries out HVAC work including boilers, pumps, fan coils, and DDC control systems. The HVAC Technician has thorough knowledge and experience in the design, installation and maintenance of building heating and ventilating systems.

## SPECIFIC RESPONSIBILITIES

- Inspects, installs, repairs, and maintains HVAC and refrigeration systems utilizing a variety of hand and power tools and materials.
- Establishes schedules for Direct Digital Control (DDC) systems.
- Develops technical standards for determining maintenance procedures.
- Develop a close liaison with other staff so that a team approach is developed in the operation of schools and HVAC maintenance work.
- Works from oral and/or written instruction and to established procedures.
- Maintain a satisfactory relationship with school administration, staff, and students.
- May be required to assist in loading and unloading of vehicles.
- Assists other skilled staff and completes general tasks.
- Responds to emergency situations when required.
- Other related duties as assigned.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Must hold a valid Class B gasfitter and either 4th Class Power Engineer TQ or Refrigeration TQ.
- Be physically capable and prepared to perform all facets of Maintenance Trades work.
- Minimum of two years of recent experience in building Mechanical Systems including Direct Digital Control (DDC) systems.
- Have a clear understanding of all procedures and equipment pertaining to HVAC maintenance.
- Physical ability to perform heavy lifting.
- Ability to work at heights including a ladder or scaffold.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Ability to operate using protective related equipment.
- Ability to organize work.
- Successful completion of courses in conflict resolution and management, or an acceptable equivalent of experience in a leadership role.
- Must have the ability to read and write English.
- Valid B.C. Driver's License: Class 5 minimum.
- Grade 12 Diploma preferred.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- Must hold a valid Class B gasfitter's and either 4th Class Power Engineer TQ or Refrigeration TQ.
- Valid B.C. Driver's License: Class 5 minimum.
- Grade 12 Diploma.
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Maintain a satisfactory relationship with school administration, staff, and students.

## **REPORTING STRUCTURE**

- Reports to the Director of Operations and Mechanical Team Lead.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.