



# Cicero School District #99

**Job Title:** Maintenance HVAC Technician  
**Reports to:** Executive Director of Buildings and Grounds and/or his/her designee

## Position Summary:

To maintain the District facilities and grounds in a condition of operating excellence so that a safe and efficient use can be made of all educational and support facilities. Insure that all BAS Systems are running properly. Insure all HVAC equipment that you assigned to is always up to district standards, through predictive and preventive maintenance

## Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- An EPA 608 Certification a plus
- An HVAC EPA Certification a plus
- Minor plumbing skills a plus
- BAS knowledge on AEC, Precision Controls and Automatic Logic BAS System a plus
- Complete knowledge and experience of the usage Fluke Multimeter
- Must have at least 10 years' experience as an Industrial HVAC Technician
- Must have excellent proven analytical troubleshooting schools
- Must have a solid troubleshooting skills for all High and Low voltage
- Must have knowledge of work in a team environment, willing helping other maintenance when needed.
- Must have 7-10 years' experience with all facets of HVAC Equipment, Chillers, Boilers, Cooling Towers, Uninvents, VAV'S, RTU'S and ERTU'S, Gas Absorption Chiller, Side systems, cooling and heating coils and pumps, filters
- Must have working knowledge of working with freezing pipes or coils in emergency repairs situation in the extreme cold.
- Must be proficient in soldering and brazing.
- High School diploma or equivalent
- Must have a Valid Illinois Driver's License
- Must be able to read HVAC schematics
- Certification of good health signed by a licensed physician
- Physically able to bend over lift and carry 50 pounds.
- Aptitude for successful fulfillment of assigned performance responsibilities.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work on ladders, scaffolding, and mechanical or elect lifts
- Must be able to work with minimal supervision
- Snow Plowing skills a major plus
- Must carry a district phone/walkie-talkie at all times
- On call 24/7/365 for any HVAC emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

## **Duties & Responsibilities:**

- Make all necessary emergency and daily repairs along with preventive/predictive and proactive maintenance on all school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Weekly/monthly checks of all equipment and perform any predictive and/or preventative maintenance as assigned.
- Cleaning of all coils, checking belts, ohm out motors, checking for leaks, inspection of the outside air intakes are working properly
- Removal and/or installation any new or repaired HVAC equipment
- Cut, thread pipe and install as necessary.
- Install copper piping, cast iron piping, PVC piping and any other forms of piping material as necessary.
- Make all repairs that are assigned using soldering, brazing and some welding if necessary.
- Must service all traps, strainers and pumps with any associated equipment in heating, cooling, domestic water and sewage systems.
- Provide daily safety checks to service vehicles assigned to you.
- Must assist other employees as needed and directed by the Executive Director of Buildings and Grounds and/or, his/her designee which may not be directly related to plumbing.
- Must present a professional image at all times.
- Must work in an efficient and safe manner at all times to prevent injury to yourself and others, following all LOTO and OSHA requirements
- Must use PPE as need for specialty jobs when needed
- Duties will be primarily HVAC related but may not be limited to this area of work. They may include snow plowing or assisting other trades.
- Assist in training other people as assigned by the Executive Director of Buildings and Grounds and/or, his/her designee in areas of HVAC.
- Must comply with all National, State, County and local safety laws and HVAC codes.
- Must maintain a library of HVAC schematics for all District facilities and equipment.
- Must utilize the computer maintenance program (BAS) on a daily basis.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

## **Terms of Employment:**

Start Date:	TBD
Hours:	As defined in CBA
Work Year:	Twelve Month Employee
Compensation:	As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement
Union Affiliation:	Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).