



School District 8  
Kootenay Lake

Group: CUPE

Title: HVAC Technician

Dept.: Operations

Location: Nelson/Creston Operations

**Position Description:**

Performs maintenance, repair, alteration, and installation tasks, including renovations and modifications, on heating and air conditioning units, ventilation, refrigeration, and control systems. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees and contractors. Plans and coordinates projects and makes decisions independently.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Inspects, installs, repairs, and maintains HVAC and refrigeration systems utilizing a variety of hand and power tools and materials. Troubleshoot and establishes schedules for control systems and Direct Digital Control (DDC) systems.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches and/or specifications.
- Performs work in accordance with applicable statutes, regulations, and codes.
- Reports on parts and supplies inventory levels. Orders HVAC and control supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Coordinates, advises, and/or work with other employees regarding HVAC and control systems.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Unloads, loads, and transports job related materials and equipment.
- Cleans, checks, and confirms operational safety of vehicle.

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

## **Job Requirements: Minimum Qualifications**

### **Skills & Knowledge & Abilities**

#### **Education & Experience:**

- Grade 12
- Interprovincial Trade Certification (includes in-class training and apprenticeship training).
- Two years of related HVAC experience at the journeyman level.
- B.C. Class 5 driver's license.

#### **SKILLS:**

- Skilled in maintenance, repair, alteration, and installation, including renovations and modifications, on heating, ventilation, air conditioning, and refrigeration units, and control and DDC systems.

#### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations, and codes.
- Familiar with control and Direct Digital Control (DDC) systems.
- A basic knowledge of other trades systems.

#### **ABILITY**

- Able to inspect, install, repair, and maintain HVAC, control and refrigeration systems utilizing a variety of hand and power tools and materials.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches and/or specifications.
- Ability to communicate effectively.
- Ability to work co-operatively with employees, suppliers, and contractors.
- Ability to work independently.

#### **RESPONSIBILITY**

- Performs work in accordance with applicable statutes, regulations, and codes.
- Required to work with a high degree of independence on assigned projects.
- Reports on HVAC parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.

- Cleans, checks, and confirms operational safety of assigned vehicle.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.

## WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, working at heights, and carrying equipment for extended periods.
- Work is primarily indoors in well-lit and heated buildings but will require outside work in all environments.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.
- Work can involve time pressures, interruptions, and emergency calls.

## SALARY:

- Wages and employment benefits per CUPE collective agreement.

## KEY RELATIONSHIPS:

Good Working relationship with:

- School District 8 staff
- Vendors and Contractors