

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: HVAC Direct Digital Control (DDC) SPECIALIST II MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled work and provides leadership in the installation, maintenance, and repair of heating, ventilation and air conditioning equipment and environmental controls systems. Work involves repairing, installing and maintaining all types of heating and cooling systems located in school system facilities. Work also involves repairing and maintaining related electrical DDC components. Employee is responsible for overseeing semi-skilled HVAC staff and ensuring all work is performed according to all related building codes and regulations. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in contacts with various school officials. Reports to Program Administrator, HVAC Foreman, or Director of Maintenance.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Troubleshoots and repairs electrical DDC control circuits, using electrical test devices.

Replaces faulty thermostats, sensors, wiring, and controls.

Checks accuracy and calibrates electrical, pneumatic, and electronic and DDC control systems.

Troubleshoots and repairs chiller or control problems, determines parts needed and work procedures.

Sets heating, air conditioning, ventilation and environmental control equipment into place.

Wires controls and other related electrical equipment.

Repairs, installs, and maintains all types of heating and cooling systems located in school facilities.

Operates software and DDC computers in schools.

Repairs, installs and maintains various types of DDC heating and cooling systems.

Troubleshoots and repairs computerized DDC software operations.

Schedules all school system facility functions controlled by DDC systems at 51 sites.

Develops and maintains records of new trends, technologies and innovations of DDC systems.

Provides advice on general heating and air conditioning, and general maintenance methods and procedures. Provides advice and inspects buildings related to DDC improvements.

Reviews work of subordinate workers to ensure work is performed in accordance with standard procedures in the absence of the HVAC foreman.

Responsible for being familiar with all regulations and codes that pertain to electrical/DDC HVAC maintenance and installation.

Maintains responsibility for all tools, materials and equipment utilized on a daily basis.

Cleans, lubricates and services ventilation, air conditioning and environmental control equipment.

Connects and installs piping and duct.

Uses recycle and recovery equipment.

When requested, reviews work of subordinate workers to ensure work is performed in accordance with standard procedures.

Maintains responsibility for all tools, materials and equipment utilized on a daily basis.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Supervises HVAC staff in the absence of the HVAC foreman.

Performs other related work as required.

## **HVAC/DDC SPECIALIST II**

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school supplemented by vocational training in heating and HVAC/DDC Technology, electrical, and associated trades, and 4 to 6 years of experience in same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including electrical tools, boilers, chillers, cooling towers, pumps, welders, pipe threaders, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read service requests, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare billing statements, activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

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**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other procedures developed and implemented.

Considerable knowledge of DDC heat, ventilation and air conditioning system installation and maintenance.

Considerable knowledge of common problems and indications of such problems with DDC heat, ventilation and air conditioning systems.

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Considerable knowledge of the tools and equipment used in the installation and repair of DDC heat and air systems, controls, mechanical machinery and equipment in School System buildings and facilities.

Considerable knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position.

General knowledge of approved electrical methods, practices, code requirements and safety standards.

General knowledge of the maintenance requirements of assigned equipment.

Skill in the use and care of hand and power tools and equipment necessary to perform heat and air systems installation and repair tasks.

Ability to understand and follow oral and written instructions.

Ability to plan and schedule weekly workload.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.