



FILTER TECHNICIAN

Purpose Statement

The job the Filter Technician was established for the purpose(s) of providing routine HVAC maintenance services with specific responsibility for cleaning, greasing, replacing belts and filters, etc.; assisting other maintenance workers; and ensuring that tools and materials are available at job site.

This job reports to the HAVC Trades Foreman.

Essential Functions

- Maintains the highest quality of indoor air quality (IAQ) in District facilities. Evaluates and implements changes to the air filter maintenance program to accommodate students and staff with IAQ sensitivities.
- Cleans air conditioning and heating units (e.g. coils; condensation pans; drain lines; cooling towers; etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Coordinates with assigned foreman and/or other maintenance staff for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of minor problems in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of work orders for providing information for the purpose of making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating conditions.
- Monitors HVAC systems and their components (e.g. heating units; building exhaust fans; ventilation units; etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventative maintenance.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventative maintenance for the purpose of ensuring the ongoing functioning of HVAC system and changes air filters in all facilities quarterly.
- Prepares written materials (e.g. maintenance reports; activity logs; etc.) for the purpose of documenting activities and/or conveying information.
- Replaces filters, belts, etc. for the purpose of ensuring that HVAC equipment is maintained and in proper working order.
- Requests filters and other related supplies to maintain inventory and updates air filter inventory with required air filters for the purpose of ensuring availability of items required to complete the necessary preventative maintenance.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site.



Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the district.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents in prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; displaying mechanical aptitude; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 60% walking, and 30% standing.



EXPERIENCE: Job related experience is desired.

EDUCATION: High School Diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified