



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: HVAC Licensed Technician Maintenance

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Perform skills relating to the maintenance, repair, installation, troubleshooting, and preventative/planned maintenance of HVAC, mechanical, plumbing, and electrical plant components, and assist other maintenance workers and contractors as needed. Maintain a safe, comfortable, and secure learning environment for students, staff, and the public.

Typical Responsibilities:

- Analyze, troubleshoot, install, repair, rebuild, adjust, and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchangers, air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers, and exhaust hoods.
- Analyze, troubleshoot, install, repair, rebuild, replace, and adjust pneumatic, electrical and electropneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations.
- Inspect and verify the operational safety of all heating boilers, roof top units, air handling units and ventilation systems.
- Perform preventive maintenance on various equipment.
- Assist co-workers with projects.
- Order and maintain inventory of heating, ventilating, and air conditioning parts.
- Update the computerized energy management system by inputting new equipment and building information.
- Maintain inventory of tools and supplies needed to perform work.
- Attend classes or workshops to keep current certifications or receive training for new certifications.
- Carry out summer work/preventive maintenance schedule on larger projects/systems.
- Perform snow removal duties during the day and in response to emergency call-in situations.
- Engage in ongoing professional development.
- Perform other duties as assigned or requested.
- Observes all district policies and procedures.

Technical Skills, Knowledge, and Abilities:

- Ability to perform math computations needed in trade.
- Personal computer and keyboarding skills.
- Advanced knowledge of Direct Digital Controls, refrigeration systems and asbestos awareness.
- Ability to communicate, interact, and work effectively in a team environment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

- Ability to promote and follow Board of Education policies, Superintendent policies, and building/department procedures.
- Ability to grow and develop knowledge, skills, and attitude through professional development.

Materials and Equipment Operating Knowledge:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of complex maintenance and mechanical systems, HVAC/refrigeration, troubleshooting, pneumatic controls, direct digital controls, computer and logic programming, and other building trades
- Operating knowledge of hand and power tools required by trade.
- Responsible for appropriate and efficient use of repair parts and tools provided by the district.
- Operating knowledge of and experience with snow removal equipment

Essential Physical Demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

Education and Training: High school diploma or equivalent. This position requires a CFC Universal Certificate.

Experience: 5 or more years' experience in HVAC service and repairs required.

Certificate, Licenses and Registrations: Valid Colorado driver's license. CFC Universal Certification. Criminal Background Check required for hire.

Supervisory Duties: This job has no supervisory responsibilities.

Reports to: Director of Facilities

Candidate Profile

<p>Education and Certification:</p>	<ul style="list-style-type: none"> • High School diploma • CFC Universal Certification
<p>Experience and Skills:</p>	<ul style="list-style-type: none"> • Ability to understand and follow oral and written instructions. • Flexible and maintain a positive attitude. • Work cooperatively with supervisors and coworkers
<p>Culture and Fit:</p>	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas. • Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



**EVERY STUDENT.
EVERY DAY.**

Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.