



Sisters School District

“Home of the Outlaws”

Position Title: Maintenance Specialist - HVACR and Plumbing

Posting Date: May 16, 2024

Position Closes: Open Until Filled

Date Available: July 1, 2024

The Sisters School District has an opening for a permanent, full-time, 1.0 FTE Maintenance Specialist – HVACR and Plumbing position. This is an eight (8) hour per day position, Monday – Friday from 6:30a.m. – 3:00p.m. for 260 contract days for the 2024-2025 school year.

Position Summary: Under general supervision ensures an environment conducive to learning and working by operating, maintaining, troubleshooting and repairing digitally controlled Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) equipment and systems. Independently perform maintenance, troubleshooting, repair and/or upgrading, and testing of all water and gas distribution and waste water systems, equipment and fixtures, ensuring timely completion of work in accordance with accessibility, health, safety, and plumbing codes and trade standards. Ensure availability and proper maintenance of all tools and materials needed for accomplishing the job. Perform minor electrical maintenance; maintain, repair and replace electrical equipment systems related to building maintenance, interior and exterior lighting. Assist other Trades and semi-skilled workers with all phases of building maintenance including carpentry, painting and landscaping.

Description of Duties and Responsibilities:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Essential Job Functions

1. Maintains, troubleshoots and repairs HVACR and Energy Management System (EMS) with special
2. Performs routine maintenance on air handlers, heat exchangers, supply, return, and exhaust fans: lubricates, changes belts and filters, aligns sheaves, checks motors and belt tensions, cleans coils. Performs major overhauls of equipment, disassembling and replacing defective and worn parts, reassembling, testing and ensuring proper operation. Fabricates parts no longer available.
3. Performs checks and repairs on boilers and pumps: restarts, troubleshoots, repairs.
4. Recovers, recycles, and reclaims refrigerants in accordance with safe, environmentally appropriate and legal industry practices.
5. Maintains records of all inspections, maintenance and repairs according to the requirements of Sisters School District, the city, state, and EPA.
6. Maintains and transports tools and supplies in a safe and responsible manner to insure jobsite availability in a safe operating condition.



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7. Responds to emergencies both during and after hours to ensure safe and operational condition of equipment and buildings, and an environment conducive to quality instruction.
8. Meets with engineers and contractors for the purpose of recommending designs, solutions and/or equipment to be used in the installation of new and replacement HVACR systems.
9. Identifies and purchases required parts and supplies.
10. Performs snow removal, plowing, cindering roadways, and deicing walkways.
11. Install, repair and replace plumbing pipes, valves, potable and non-potable water systems, drainage, waste and vents, basins, tubs, faucets, showers, grease traps, lavatories, sinks, traps, flushometers, urinals, drinking fountains, hydrants, water heaters, dishwashers, back flow devices, water pressure regulators, and other plumbing fixtures and equipment.
12. Repair and maintain plumbing by replacing defective washers, or replacing or mending broken pipes.
13. Maintain, repair, and lubricate sewage equipment, using hand tools and power tools.
14. Maintain sewage lines, tanks, floats, pumps, and valves, using hand tools and power tools.
15. Assemble pipe sections, tubing and fittings, using screws, bolts, solder, plastic solvent, and caulking.
16. Cut openings in structures to accommodate pipe and pipe fittings. Use measuring instruments, such as a ruler and level to locate and mark pipe position for installation and passage holes in structures.
17. Cut, thread, and bend pipe to required angle, using pipe cutters, pipe threading and pipe bending machines.
18. Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
19. Perform asbestos removal and disposal at a Maintenance level.
20. Performs other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of standard industry principles and practices used in the installation, maintenance and repair of HVACR, Plumbing and electrical systems and equipment, along with the hazards and safety practices common in the industry.
2. Knowledge of digital controls used in the operation of HVACR equipment, safety devices, sources of parts, use and maintenance of trade specific materials, parts, and tools of the trade.
3. Knowledge of electricity, electrical circuits, and computer functions as they apply to HVACR.
4. Must be skilled at troubleshooting heating and cooling systems, diagnosing problems, and making needed repairs, or if required, be able to communicate the problems to supervision and recommend alternative solutions.
5. Must be able to use the tools of the trade, diagnostic tools, electric and gas analyzers, power



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tools, welders/cutting torches, computers, hand tools, power lifts, and be able to learn the use of the tractor/loader, and snowplows.

6. Must be able to read and understand blueprints and schematics; understand and follow oral and written directions.
7. Must be able to accomplish assigned work independent of supervision in a timely and efficient manner.
8. Must be able to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
9. Must be able to attend workshops and/or classes both regionally and out of town to stay current with the trade and increase knowledge and skills for HVACR, plumbing and electrical.
10. Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

Other Ergonomic Requirements

Most often works in extreme conditions: severe weather, tight and confined spaces, excessive noise, unpleasant conditions, ventilation extremes and other safety hazards. Work may involve recurring late/early hours (less than four hours per week) including but not limited to snow removal. Computer screen is used 20 percent of the time. Must be able to climb or pull self upward, kneel, stoop, crawl, crouch, balance on unstable surfaces, and guide, feeding materials into proper position. Position involves extended standing with some lifting under 10 pounds for 75 percent of the time; lifting, objects 10 to 50 pounds 20 percent of the time, lifting objects over 50 pounds for 5 percent of the time. Operates demanding equipment for 20 percent of the time. All individuals are required to be able to perform the essential functions with or without reasonable accommodation.

Required:

1. Requires high school diploma or GED.
2. Requires five years of journeyman level building maintenance/HVACR experience.
3. Must have experience/training in HVAC, welding, electrical, mechanical
4. Computer Literacy: Training in, or experience with, email, Internet, word processing, and spreadsheets (preferably experience with MS Office Suite products). Google Workspace products.



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The School District recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply. To qualify under equivalency, applicants must indicate how they qualify.

Preferred:

1. Experience with Clima tech Controls
2. Oregon Limited Maintenance Electrician’s License
3. Asbestos maintenance and disposal certificate
4. Boiler Operators License
5. CFC Certification
6. State of Oregon Plumbing License
7. Valid Oregon Driver’s License or willing to obtain one.

Salary: \$23.17 - \$35.88 per hour (2024- 2025 salary schedule), based on previous work experience, education and training. Salary Level H on CBA - 260-day position. Excellent benefits package and Employer-Paid PERS once eligible.

Submission Details: Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and Two (2) letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.tedk12.com/hire/index.aspx> (Link on webpage).

Contact: the HR Department for any questions regarding this position @ 541 549-8521 #5021

Sisters School District is an Equal Opportunity Employer