

**Westminster Village
5215 Southside Drive
Blytheville, AR 72315**

JOB DESCRIPTION: HVAC Technician
DEPARTMENT: Environmental Services
Supervisor: Maintenance Supervisor
Approval Date: April 20, 2006

If interested, applicant must send resume to adminhrdirector@wmv.org or come into the office located at 5215 Southside Drive, Blytheville, AR and fill out an application.

SUMMARY:

Under the supervision of the Maintenance Supervisor, the HVAC Technician is primarily responsible for maintain HVAC systems and must be in compliance with established safety rules, policies and procedures.

ACCOUNTABILITIES:

Essential functions
1. Performs scheduled maintenance on equipment according to manufacturer's recommendations and operation manuals; performs maintenance repairs for HVAC. Responsible for keeping tools and equipment in good working order and accounted for. Exhibit a cooperative spirit and team approach with other personnel. Practice good customer service skills and possess a good attitude.
2. HVAC Technician will be required to perform maintenance repairs such as: plumbing, electrical, carpentry, etc on as needed basis.
3. Must respond to all emergencies such as: as fire, smoke, panic, and alarms. Completes work orders and special projects in a timely manner.
4. Keeps maintenance shop and storage areas neat and orderly; Responsible for keeping track of scheduled maintenance on vehicle and motorized equipment and reporting to supervisor the need for any repairs to vehicle and equipment.
5. Is placed on a weekly rotating on call schedule. Is on call for all disaster emergencies such as: snow, ice storms, fire, tornados and floods.

Marginal Functions

1. Performs other duties as assigned by authorized personnel or as may be required to meet Emergency situations.

Knowledge and Skill

1. Must possess general knowledge of building/mechanical systems, the ability to operate hand and power tools and equipment.
2. Must be able to read common measuring instruments.
3. Must be skilled and exhibit some expertise in one or more of the following trades: electrical, plumbing, carpentry and painting.
4. Must possess and exhibit a strong positive attitude towards customer service.

Qualifications

1. Must be able to read, write and follow written and verbal directions.
2. High School diploma or GED required; graduate of accredited technical school preferred but not required.
3. Position requires a minimum of one to three years of hands-on maintenance and/or mechanical experience.
4. Position requires valid driver's license.
5. Position may require certifications or licenses as determined by local authorities.

Mental & Physical Requirements

1. Must be in good physical and mental health.
2. Requires ability to stand and walk short and/or long distances for extended periods of time.
3. Must be able to lift and/or carry objects in excess of 50 pounds and to push 200 pounds on a cart with casters.
4. Requires reaching above, below and at shoulder level.

Job's Normal Work Environment:

1. Works in clean, well lighted and well-ventilated commons building, laundry facilities and residential units.
2. Works on exteriors of buildings, roofs, crawl spaces and around landscaping.
3. Subject to working indoors and outdoors during inclement weather conditions.
4. May work in cramped quarters, climbing, stooping, kneeling, bending, pushing and reaching, inside and outside of buildings and equipment in various weather conditions.
5. Work environment involves slight physical risks that require following basic safety precautions (wearing safety glasses, rubber gloves, back belts, etc.)

Type of Equipment Typically Used in this Job:

1. This position requires the limited applications of manual dexterity and eye-hand coordination necessary for the handling and operation of common maintenance equipment and materials.
2. The following types of equipment are typically used to perform the job: hand and power tools, building mechanical equipment and systems, motor vehicles, other assorted maintenance tools for use in plumbing, electrical, carpentry and painting.

Problem Solving Abilities:

1. Ability to handle routine problems.
2. Ability to know when to refer problems to supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an at-will employment relationship.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS SET-FORTH IN THE ABOVE JOB DESCRIPTION. I HAVE ALSO RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION.

Employee: _____ Director: _____

Signature: _____

Date: _____

ALL EMPLOYEES – SAFETY PROCEDURES

Housekeeping

1. Use caution signs/cones to barricade slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their storage places after using them.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not place materials such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around water fountains, drink machines and ice machines.

Lifting Procedures

General

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

When lifting—

1. Face the load.
2. Position your feet 6"-12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Employee Initials _____

ALL EMPLOYEES – SAFETY PROCEDURES

Ladders and Stepladders

1. Read and follow the manufacturer's instruction label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top two rungs of any ladder.
7. Do not stand on a ladder that wobbles or leans to the left or right of center or is crooked.
8. Do not try to "walk" a ladder by rocking it. Climb down the ladder and then move it.

Climbing a Ladder

1. Face the ladder when climbing up or down it.
2. Do not carry items in your hands while climbing up or down a ladder.
3. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

Driving/Vehicle Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on them.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not leave keys in an unattended vehicle.

Employee Initials _____

OFFICE PERSONNEL – SAFETY PROCEDURES

Office Safety

General

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around water fountains and drink machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors, in drawers or with the points down in a container.
9. Carry pencils, scissors and other sharp objects with the tips pointing down.
10. Use the ladder or step stool to retrieve or store items that are located above your head.
11. Do not run on stairs or take more than one step at a time.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

Furniture Use

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you were working in before opening another filing drawer in the same cabinet.
2. Use the handle when closing doors, drawers and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt your chair on its back two legs while you are sitting in it.
5. Do not stand on furniture to reach high places.

Equipment Use

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor-type fans in walkways, aisles or doorways.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut or cracked electrical cords.
6. Use a cord cover or tape down cords when running them across aisles, between desks or across entrances or exits.
7. Do not use lighting fluid to clean drafting equipment; use soap and water.

Employee Initials _____

FIRST-AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call or have a co-worker call to request emergency medical assistance. Use required blood borne pathogen procedures while administering first aid.

Wounds:

Minor: *Cuts, lacerations, abrasions or punctures*

- Wash the wound using soap and water; rinse it well.
- Cover the wound using a clean dressing.

Major: *Large, deep and bleeding wounds*

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Broken Bones:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, “splint” the injured area. Use a board, cardboard or rolled newspaper as a splint.

Burns:

Thermal (Heat)

- Rinse the burned area without scrubbing it, and immerse it in cold water.
Do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Immediately flush the exposed area with cool water for 15 to 20 minutes.

Eye Injury:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with a bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids with water for 30 minutes.

Neck or Spine Injury:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion:

- Loosen the victim’s tight clothing.
- Give the victim *sips* of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Employee Initials _____