

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Air Filter Service Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OSS
REVISION:	July 1, 2002		

BASIC FUNCTION:

Provide installation and maintenance service of air filters for district air conditioning, heating, and air handling equipment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Install appropriate air filters according to an established schedule in a variety of air conditioning, heating and other air handling equipment. **E**

Remove and dispose of used filters; maintain airtight integrity of filter banks and doors; clean filter bank inlet screens and fan rooms. **E**

Perform minor repairs to air conditioning and ventilation unit panels and doors; notify appropriate skilled trades staff, as necessary, of obvious defects of units or major repairs required. **E**

Maintain a variety of records such as damaged units, materials used, routes covered, and service time required per job; maintain filter inventory. **E**

Determine the number and types of filters and miscellaneous items to order and prepares requisitions. **E**

Receive filter stock and equipment and verify correct size and quantity; stock materials. **E**

Maintain order and cleanliness of filter storage area. **E**

Drive and maintain a repair vehicle. **E**

May direct the work of hourly assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of recent experience in air filter service or as a helper to a journey level air conditioning mechanic or steamfitter.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Heating and air conditioning systems and methods, material, and equipment used.

Basic mechanics.

Appropriate safety methods and practices.

Reading and writing English communication skills.

ABILITY TO:

Use power tools.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make repairs, lifting light objects.

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