



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;  
3/93; 5/93; 11/94; 2/97; 4/04; 4/08; 3/10; 10/12; 8/17;  
6/18; 7/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> HVAC Technician	<b>JOB CODE:</b> 456E
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Employees
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank E (NW05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Provides support to Maintenance Supervisor by performing installation and repairs on designated refrigeration, HVAC, and associated peripheral equipment.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver’s license
3.	Experience: 2 years of experience preferred in commercial HVAC repair/installation. A State License in Electrical or Master Plumbing can be used in lieu of 2 years’ experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; high level of electro-mechanical competence; proficient in all areas of commercial system HVAC installation and maintenance; skilled in the use of test equipment used to troubleshoot assigned systems; ability to correctly and safely operate all tools, County vehicles and equipment.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Provides periodic 24 hours a day, seven days a week on-call support.
4.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
5.	Maintains the proper parts inventory on the district vehicle to meet the majority of assigned maintenance work requests; returns any parts overages to inventory.
6.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
7.	Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
8.	Initiates and completes assigned projects in a timely and accurate manner.
9.	Reads blueprints, schematics and building plans.
10.	Recommends types of equipment and supplies for purchase.
11.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_