

Job Description



Job Title: HVAC TECHNICIAN

Job Classification: CLASSIFIED

FLSA Status: NON-EXEMPT

Salary Type: ANNUAL

Salary Schedule/Days: MT/240 DAYS

Location/Department: FACILITIES

Retirement Plan: TRS

Evaluation Instrument: CLASSIFIED

POSITION SUMMARY

Operate, maintain, and repair heating, ventilation, air conditioning, and refrigerators.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Valid Georgia Driver's license required.
- CFC certification and Boiler license required.
- State HVAC license preferred.

Education, Experience, and Other Requirements:

- High School Diploma or State approved High School Equivalency (HSE).
- Technical training preferred.
- Minimum of three (3) years of Heating, Ventilation, and Air Conditioning (HVAC) and Refrigerant experience, with a minimum of three (3) years in commercial HVAC, controls, and equipment.
- Knowledge of principles and best practices relative to various types of HVAC and DDC control systems.
- Ability to use basic and job-related computer applications; organize and prioritize assignments; and manage multiple tasks simultaneously.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Ability to be on call 24/7.
- Ability to operate a motor vehicle in performance of duties.
- Ability to negotiate stairs and ladders, reach with hands and arms, manipulate tools and small items with hands.
- Ability to tolerate ambient temperature and humidity conditions while performing inspections under varying conditions including work in overhead and confined spaces. Potential hazards of this position include exposure to high-voltage electrical, heat and noise producing machinery and equipment and exposure to chemicals and solvents.
- Ability to be regularly, predictably, and reliably at work.

- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 100 lbs.

ESSENTIAL DUTIES

- Work as directed on HVAC and refrigeration equipment safety and controls using accepted work procedures.
 - Diagnose and repair malfunctioning HVAC and refrigeration equipment accurately.
 - Maintain and regulate HVAC and refrigeration equipment accurately.
 - Install HVAC and refrigeration equipment accurately.
 - Assemble HVAC and refrigeration equipment accurately.
 - To troubleshoot and repair DDC controls for HVAC systems.
- Assume responsibility for materials issued for working with HVAC and refrigeration equipment.
 - Maintain and account for all tools, parts and equipment issued.
 - Have ready access to all tools, parts and equipment issued.
 - Set up and maintain truck inventory of repair parts required for the systems equipment. Continuously monitor inventory levels and submit requests to replenish stock. Responsible for inventory and maintaining replacement parts.
- Supervise contract personnel as assigned.
 - Prioritize and perform work as assigned.
 - Turn in daily completed work orders and time sheets to the Lead Craftsman at the end of each workday.
 - Monitor and maintain safe work procedures to include lockout tag-out procedures.
 - Monitor and maintain work according to system standards and all codes.
 - Train local school personnel to maintain their equipment. This includes PM specifications outlined by the original equipment manufacturer and minor repairs as well as the maintenance operations PM schedule. Must stay current with ongoing training in modern building techniques and procedures.
- Work with other members of the Maintenance Operations.
 - Assist the Lead Craftsman in the planning and efficient operation of the HVAC section.
 - Coordinate with other Trade Craftsmen as necessary in completing assignments.
 - Advise the Lead Craftsman concerning the efficient operation of the section.
- Work toward improving craftsmen skills and abilities.
 - Service and repair different types and makes of new equipment as it is added to the system inventory.
 - Receive training for repairing new equipment used throughout the HVAC section.
 - Keep abreast of changing methods, codes, safety procedures and materials as applicable to HVAC and refrigeration.
- Flexible Work Schedule
- Maintain accurate and complete records of all jobs.
- Perform other duties as assigned

