

**GOOCHLAND COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Maintenance Worker - HVAC	LOCATION: Maintenance
	WORK SCHEDULE: 260 days
IMMEDIATE SUPERVISOR: Supervisor of Maintenance	SALARY SCALE: Classified Scale, Level 5
SPECIAL REQUIREMENTS/DIRECT/INDIRECT REPORTS: None.	FLSA STATUS:

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs multi-craft work to maintain and repair physical structure of school buildings. May specialize in the journeyman’s area: HVAC.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Troubleshoots and repairs electrical control circuits, using electrical test devices.
- Replaces faulty thermostats, wiring, and controls.
- Checks accuracy and calibrates electrical, pneumatic, and electrical control systems.
- Troubleshoots and repairs chiller or control problems, determines parts needed and work procedures.
- Sets heating, air conditioning, ventilation and environmental control equipment into place.
- Wires controls and other related electrical equipment.
- Repairs, installs and maintains all types of heating and cooling systems located in school facilities.
 - Responsible for being familiar with all regulations and codes that pertain to electrical and HVAC maintenance and installation.
- Provides advice on general heating and air conditioning, and general maintenance methods and procedures.
- Maintains responsibility for all tools, materials and equipment utilized on a daily basis.
- Cleans, lubricates and services ventilation, air conditioning, and environmental control equipment.
- Connects and installs piping and duct.
- Uses recovery equipment.
- Maintains a clean and safe work area;
- Observes and promotes safe work practices and procedures at all times;
- Uses and wears safety and/or protective equipment, as appropriate;
- Attends inservice training to develop and improve knowledge and skills of a proficient HVAC mechanic;
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Supervisor of Maintenance immediately, or

Goochland County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

as soon as reasonably possible;

- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Supervisor of Maintenance in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members. Must be skilled in the performance of one or more trades.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent (required).

5 years HVAC of experience and CFC certification (required).

Virginia HVAC Mechanics Journeyman License (preferred).

EVALUATION

The Supervisor of Maintenance will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.