

JOB DESCRIPTION

Title: HVAC TECHNICIAN

Purpose Statement

The job of HVAC Technician was established for the purpose/s of providing HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

Essential Functions

1. Coordinates with assigned foreman and/or other trades for the purpose of completing projects and work orders efficiently.
2. Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
3. Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
4. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
5. Inspects HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
6. Installs heating and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
7. Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
8. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
9. Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of HVAC systems.
10. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
11. Repairs heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
12. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
13. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
14. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; hazards and safety precautions; and refrigerant handling and disposal.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; displaying mechanical aptitude; and complying with OSHA/TOSHA regulations.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Job related experience with increasing levels of responsibility is desired. Certification in HVAC system is required.

REPORTS TO: Facility Director

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance of this position is evaluated annually in accordance of Board Policy for non-certified Employees.

This employee shall be subject to all applicable policies, resolutions, and regulations of the Hancock County School District and the laws of the State of Mississippi. Hancock County School District does not discriminate on the basis of sex, gender, race, color, national origin, or handicap.

