

JOB DESCRIPTION
HEATING, VENTILATION, AND AIR CONDITIONING PERSONNEL

10f.

TITLE: Heating, Ventilation, and Air Conditioning Personnel

QUALIFICATIONS:

- Must have high school diploma or G.E.D.
- Must possess certification in the field of HVAC
- Must have three years experience and be skilled in the repair and maintenance of HVAC/Refrigeration and electrical systems in school buildings, athletic buildings and outdoor facilities
- Additional qualifications that may be set by the Director of Operations and/or district administration
- Good physical condition with ability to lift 50 pounds

REPORTS TO: Director of Operations

JOB GOAL:

To ensure that all facilities meet the highest standards for heating and cooling with emphasis on safety and efficiency in the operation for the educational activities for all students and employees.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that all mechanical systems are maintained and operated properly.
2. Demonstrates familiarity with all systems used in school buildings, athletic buildings and outdoor facilities.
3. Completes work orders authorized by the maintenance director.
4. Ensures that all school buildings, athletic buildings and outdoor facilities comply with all electrical safety regulations and building ordinances.
5. Exercises preventative maintenance on all machinery and mechanical systems as directed by the Director of Operations.
6. Maintains constant awareness of any hazards or needed repairs and reports them to the Director of Operations.
7. Performs duties in a safe manner to ensure the prevention of injuries to self and others.
8. Must possess and use personal protective equipment (PPE) assigned at time of employment.
9. Performs other duties necessary to ensure the proper function of the maintenance department; carries out all duties efficiently, promptly and dependably.
10. Assumes primary responsibility for the safe conditions of all air conditioning, heating and refrigeration apparatus in the facilities owned and operated by the district.
11. Inspects tests, operates, cleans, lubricates and changes filters. Adds refrigerants, etc. for each piece of roof mounted, single zone cooling, and cooling/heating equipment in accordance with the appropriate department checklist.
12. Inspects, tests, operates, cleans, lubricates, changes clean filter, replaces belts, adds refrigerant, etc. for each piece of gas furnace with remote air cooled condensing unit in accordance with the appropriate department checklist.
13. Inspects tests, operates, cleans, lubricates, changes/cleans filters, and replaces belts and refrigerant, etc. for each piece of electric furnace with remote air cooled condensing unit in accordance with the appropriate department checklist.
14. Inspects tests, operates, cleans, and lubricates each piece of hot water heating systems in accordance with the appropriate department checklist.
15. Inspects tests, operates, cleans, and adjusts each piece of unit heaters and wall heaters in accordance with the appropriate department checklist.

Job Description: Heating, Ventilation, and Air Conditioning Personnel

16. Inspects, tests, operates, cleans, lubricates, changes/cleans filters, replaces belts, etc. the central hot chilled water systems in the high school and water heating units in accordance with the appropriate department checklist.
17. Inspects tests, operates, cleans, changes/cleans filters, lubricates and etc. each piece of through the wall heat and cool units, including window units in accordance with the appropriate department checklist.
18. Repairs all air conditioning and heating equipment in the facilities owned and operated by the district.
19. Repairs shall include but not be limited to the appropriate departmental checklist of repairs.
20. Inspects, tests, operates, cleans and repairs each exhaust fan, range vent and range hood in accordance with the appropriate department checklist.
21. Maintains accurate and timely records all maintenance actions taken on all air conditioning and heating equipment.
22. Assumes the responsibility for compliance with equipment maintenance scheduling as established by the Director of Operations.
23. Assumes the responsibility for the completion of all other tasks as directed by the Director of Operations and/or district administration.
24. Responsible for the labeling and posting of all electrical panels, switches and switch networks showing the proper voltage, current capacity and apparatus operated from each panel location.
25. Maintains personal time accounting and documents in accordance with departmental policies and procedures.
26. Maintains tools, equipment and assigned vehicle in a good operating condition.
27. Operates school vehicles according to laws set forth by the State of Mississippi.
28. Reports immediately to the Director of Operations any motor vehicle citations received, whether personal or business related for the following violations: speeding, DUI, reckless driving, and racing.
29. Reports immediately to the Director of Operations any motor vehicle accidents involving a district owned vehicle.

TERMS OF EMPLOYMENT: Full Time Classified/Non-Exempt

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

**Approved by the School Board on: July 11, 2006
June 10, 2008**