Greenville Public School District
Job Description
Heating, Ventilation, and Air Conditioning Technician

Title: Heating, Ventilation, and Air Conditioning Technician
Qualifications: 
High school diploma or equivalent
Demonstrated aptitude or competence for assigned responsibilities
Reports To: Director of Maintenance
Job Goal: To perform, repair and install mechanical systems (HVAC) and general construction work.

Mission and Goals
• Works with the Superintendent to articulate and promote the school system's vision of learning and teaching.
• Monitors and evaluates progress toward accomplishment of system goals and objectives.
• Ensures that program plans are consistent with the system's strategic plan.
• Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools.

Management of Educational Resources
• Administers the finances of the district with sound fiscal management.
• Achieves maximum results for available resources and money spent.
• Strives to meet the needs of the school district.

General Responsibilities
• Assists in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
• Participates in department meetings and responds to information requests in a cooperative, courteous, and timely manner.
• Accepts training in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
• Performs safety inspections and reports on district facilities and grounds conditions and/or deficiencies, with an emphasis on safety.
• Documents operating procedures and work procedures.
• Performs scheduled summer projects, facilities maintenance, preventive maintenance and construction.
• Considers and protects the image of the department and the schools when problems occur.
• Understands security systems and key systems throughout the district.
• Recommends methods to improve operations of facilities and grounds management, considering cost, people and services.
• Helps plan summer projects and recommends the best methods of completing the work.
• Works when emergencies arise in order to prevent disruption of the schools.
• Keeps current on new information, innovative ideas and techniques.
• Performs others duties as assigned by the Superintendent, the Deputy Superintendent, the Director of Maintenance, and/or the Superintendent's designee

Terms of Employment: Twelve months. Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.