



Columbia County School District Job Description

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| Position Title: HVAC Tech II | | |
| Department: Facilities, Maintenance & Operations | Evaluation Instrument: Performance of this position will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel | |
| Pay Grade: General Services Salary Schedule, Grade O | Pay Type: Non – Exempt | Retirement: Public School |
| Contract Work Year: 243 Days Per Year, 8 Hours Per Day | | |
| Reports to: Chief Facility Officer; HVAC Maintenance III Technician | | |

MINIMUM QUALIFICATIONS

Education: Technical School HVAC Diploma; High school diploma or equivalent; Refrigerant Recovery Certification (Universal)

Essential Knowledge/Skills: Must have an experienced level of knowledge of Commercial and Residential HVAC Equipment; Have basic knowledge of electrical systems; Must have excellent HVAC troubleshooting skills; Must have knowledge and of energy management systems; Must have experience in soldering with various types of materials; Proficient in use of Windows environment computers and office systems software (Microsoft Office); Must be able to read and interpret schematics and blue prints; Must be able to follow oral and written directions with minimal to no supervision; Requires regularly lifting, carrying or transferring of 40 lbs. or more and occasional lifting and or moving of 100 lbs or more; Continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms, using hands and fingers to operate objects, tools, or controls; Must be capable of working off ladders of different types, lifts, and must not be afraid to work at different heights; May be subject to noise, vibration and temperature changes.

Experience: Five (5) years field experience working on various types of HVAC and Refrigeration Equipment. This would include servicing, repairing, installing HVAC equipment, supervision of HVAC technicians and maintaining energy management systems.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Maintains the schools / facilities to the FMO Maintenance Standards as specified in the FMO Employee Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and make appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook and maintain professional behavior at all times.
- Troubleshoots and makes repairs to Commercial and Residential Equipment
- Performs Preventative Maintenance on HVAC Equipment
- Installs HVAC equipment (window units, package units, split systems, and wall hung units)
- Troubleshoots and repairs/replaces circulation pumps, motors, and air compressors
- Troubleshoots and repairs cooling towers
- Troubleshoots and repairs pneumatic controls and equipment
- Works with sheet metal, such as building plenums, drain pans, and running ducts

- Manages energy management systems
- Must be able to complete all HVAC work orders within 24 hours of entry in the computerized work order system.
- Must be able to complete all preventive maintenance work orders in the computerized work order system per the procedure specified in the FMO Employee Handbook.
- Must complete accurately and submit all paperwork daily to the HVAC Maintenance III (Working Supervisor)
- Must complete the proper documentation on refrigerant as specified in the FMO Employee Handbook.
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Addresses any facility / equipment concerns with your supervisor.
- Ensures that there are minimal disruptions of the school's daily activities.
- Responsible for making repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Must understand safety principles and procedures and apply them in the workplace.
- Must respond to any emergency requests as assigned by the HVAC Maintenance III (Working Supervisors) or the Executive Director of FMO.
- Assists with any emergencies that occur on a system-wide level.
- Performs all other related or unrelated tasks as directed by the HVAC Maintenance Supervisor or the Executive Director of Facilities, Maintenance, and Operations with a positive attitude.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: August 2012