



Columbia County School District Job Description

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

MINIMUM QUALIFICATIONS

Education: Technical school HVAC diploma. High School diploma or equivalent. Refrigerant Recovery Certification (University type).

Essential Knowledge/Skills: Journeyman level knowledge of HVAC systems. Basic knowledge of electrical systems. Excellent HVAC equipment troubleshooting skills. Proficient in use of energy management systems. Proficient in use of windows environment computers and office systems software (Microsoft Office.)

Experience: Ten (10) years field experience working on various types of refrigeration and HVAC systems. This would include servicing, repairing and installing 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

- Supervises HVAC personnel.
- Assists in planning work for sub-contractors when needed.
- Assists in planning budget.
- Maintains all HVAC systems to EPS standards as required.
- Assists with any emergencies that occur on a system wide level.
- Performs other duties as required by the Director of Buildings and Grounds.

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: March 1999