

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Maintenance Worker with HVAC Certificate

CLASS: Support Personnel	LEVEL: Support
DEPARTMENT: Maintenance	SUPERVISOR: Facilities Director
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: 12 Months

JOB GOAL:

Perform structure and equipment repairs, preventive and routine maintenance work, and custodial work when necessary and any and all work necessary to maintain the buildings in good condition. Install, repair, and maintain heating, ventilation, air conditioning, and environmental control systems.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED recognized by the SDE.
2. Three or more years experience in general commercial or institutional maintenance work preferred.
3. Basic knowledge in areas of electrical, carpentry, plumbing, mechanical, heating, ventilating and roofing
4. Certification in one or more of the above areas preferred but not required.
5. Ability to work independently without constant supervision.
6. Ability to work night and/or weekend hours when necessary.
7. Background clearance through FBI and ABI processes.
8. Valid Alabama driver's license and insurable driving record.
9. Meet and follow the health, age and drug screening requirements of BCS.

Additional:

10. Three or more years experience in split, package, chill water and boiler systems repair required.
11. Must possess an Alabama HVAC Technician certificate.

ESSENTIAL FUNCTIONS:

1. Administer the prescribed maintenance program.
2. Repair electrical, heating, air conditioning, and refrigeration equipment to include trouble shooting, adjustment, component replacement, component repair, and modifications as authorized by the manufacturer's instruction.
3. Maintain, repair, and/or replace equipment through emergency, routine, and preventive maintenance.
4. Perform repairs in the areas of electrical, carpentry, plumbing, mechanical, heating, ventilating, roofing, floor/wall coverings, security devices and other physical items.
5. Replace air filters.

6. Repair, move, assemble, install and set up furniture, bulletin boards, picture frames, table, chairs, etc.
7. Sand, prime and paint wood or metal.
8. Use electrical saws, sanders, drills grinders.
9. Perform plumbing repairs on commodes, urinals, flush valves, faucets, washers, packing and drain lines.
10. Perform electrical repairs to light ballasts, light switches, receptacles, fluorescent lamp lights, exit lights, shorts in wiring and replacement of light bulbs.
11. Perform general custodial, janitorial, and general cleaning when directed by the immediate supervisor.
12. Assist in the preparation of specifications for supplies, equipment, and services to be advertised for bid (if necessary).
13. Inspect and maintain fire alarm system and fire extinguishers on a regularly-scheduled time frame.
14. Makes scheduled inspections of all facilities to evaluate the quality of housekeeping, maintenance and safety programs.
15. Coordinates testing of products and develops standard specifications for custodial and maintenance supplies and equipment.
16. Monitors warranties and guarantees for equipment and building services.
17. Be regular and punctual in attendance.
18. Maintain confidentiality of all school system related business.
19. Be familiar with and follow Board policy.
20. Drive vehicle as required to complete assigned work task.

Additional:

21. Perform the diagnosing, assigning, and repairing of split, package, chill water, and boiler systems.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work an eight (8) hour work day and overtime as requested.
2. Skill in the use of word processing and data entry on computers.
3. Ability to use Excel spreadsheets and Microsoft Word.
4. Knowledge of the methods, techniques and practices of the operation, repair and maintenance of building systems (i.e., HVAC, electrical, plumbing, and fire detection and suppression) within commercial buildings.
5. Knowledge of basic building maintenance concepts and principles including general carpentry, plumbing, electrical and cleaning processes
6. Knowledge of Board rules and guidelines affecting maintenance and facilities.
7. Skilled in oral and written communication, and interpersonal interaction.
8. Excellent skill in organization.
9. Ability to work with or without supervision.
10. Demonstrate consistent honesty, integrity, dependability and confidentiality.
11. Complete assigned work tasks with a positive attitude.
12. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively.

Additional:

13. Ability to inspect and diagnose HVAC problems reported.
14. Demonstrate success in performing a wide variety of tasks requiring an understanding of HVAC repair.
15. Perform other job related duties that might reasonably be assigned by the Facilities Director or Superintendent.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lift a minimum of 125 pounds routinely.
2. Ability to work from ladders and scissor lifts.
3. Bend, reach, stoop, twist, and turn on a frequent basis.
4. Strength, dexterity, agility, and visual and aural acuity to complete all assigned work tasks.

EVALUATION:

Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on BCS Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance process.

Adopted: December 19, 2018