

**Policy GFBHA: Job Description:á HVAC Technician**

**Status: DRAFT**

**Original Adopted Date:** 08/12/2019 | **Last Revised Date:** 01/11/2021 | **Last Reviewed Date:** 01/11/2021

**POSITION SUMMARY:**

The HVAC Technician is responsible for installing, maintaining, and repairing the heating and cooling systems for all Jackson County School District buildings.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or its equivalent
- Certification or associate's degree from an accredited HVAC program at a technical school
- EPA Universal Certification to handle refrigerants is preferred.
- Three (3) years previous experience as an HVAC technician
- Valid driver's license
- Strong interpersonal skills as well as written and oral communication skills are essential.

**REPORTS TO:**

Facilities Manager

**AREAS OF RESPONSIBILITY:**

- Analyze, plan, and perform preventive maintenance of HVAC systems throughout the district.
- Plan shutdowns for maintenance and repair pumps, including chill water, heating water and condensation pumps.
- Troubleshoot, repair and make modifications to all HVAC systems, including but not limited to air cooled, water cooled, hot water systems, chilled water systems, steam heating systems, and building automation control systems.
- Adhere to all city, state, and federal regulatory statutes.
- Maintain maintenance records as required by City, State, and EPA regulations.
- Order and maintain parts needed to repair and maintain HVAC equipment.
- Manage relationships with all major vendor accounts.
- Properly maintain and safeguard district assets.
- Run copper piping and PVC.
- Understands and has mastered the refrigeration cycles to include: identifying components in advanced refrigeration circuits, understanding how each component works, diagnosing and correcting problems in the refrigeration circuit, using manifold gauge set, pressure/temperature chart and temperature measuring devices for routine maintenance and to troubleshoot.
- Perform refrigeration recovery, evacuation and charging while understanding the installation and sizing of refrigerant piping.
- Identifies components in the heating system, diagnosing problems in the heating system using a gas pressure test and other devices for routine maintenance, troubleshooting and repair.
- Troubleshoot advanced electrical currents.
- Use a psychometric chart to determine the results of mixing air having various properties.

**Language and Reasoning Skills:**

- Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one and small group

setting. Strong interpersonal skills are essential to maintain effective working relationships with others.

- The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve, in a courteous and professional manner, complex issues and problems while adhering to an appropriate policy and procedure.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This position is required to sit and stand for moderate periods of time and the ability to see and hear. Frequently, this position is required to walk, stoop, climb, lift up to 50 pounds, and crawl when performing work on the HVAC systems.

**WORKING ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- This position typically requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. However, while performing work outside the environment is in some extreme temperature conditions.
- The stress level for this position is moderate and the noise level for this position is low to moderate normally, but during school events the noise level is high.

**TERMS OF EMPLOYMENT:**

This position is a non-exempt position that will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually (232 days). The salary scale is GGBP

---