
TITLE: HVAC Certified Technician/Mechanical

QUALIFICATIONS:

1. High school diploma, or GED Preferred
2. Proficient in mechanical and equipment repair.
3. Four years experience in the mechanical/HVAC field.
4. Must have refrigeration recovery certification, a current journeyman gas or electrical certification or be State Certified HVAC.
5. Must have valid driver's license.
6. Such alternatives to the above qualifications, including health requirements, as the Board may find appropriate.

REPORTS TO: Maintenance Supervisor

JOB GOAL: To repair and maintain all HVAC units in the district to ensure efficient operation at all locations.

JOB DUTIES:

1. Demonstrates the knowledge and skills necessary for efficient operations of school facilities
2. Assume responsibility for the HVAC program in all schools
3. Communicate with maintenance supervisor on a regular basis, regarding work schedule, safety issues, repairs, etc
4. Work cooperatively with other employees in assigned area
5. Assume responsibility for assigned service vehicle and its content
6. Maintain all steam and hot water heating equipment, including but not limited to the following: radiation piping, bearings, circulating pumps, safety controls, relief valves, gas fired radiant heaters, thermostats and time clocks, gas lines, meters, regulators, portable classrooms heating systems, light welding and fabrication
7. Maintain and repair all air conditioning and heating equipment, including but not limited to the following: air handling equipment, compressors, filters, bearings, blowers, coolers, towers, coils, ducts, louvers, registers, belts, motor replacement, algae control, evaporators, and any related items such as programming clocks, thermostats, outside sensing devices, and control circuiting
8. Answer after hours emergency calls as needed
9. Maintain equipment used in monitoring energy use
10. Read and apply data on all equipment, blue prints, and associated subject matter in the mechanical/HVAC field
11. Maintain assigned tools, vehicles, and equipment as necessary
12. Assist other department personnel as necessary
13. Completes necessary reports, work orders, etc. as required

14. Completes work in a timely manner
15. Practice "Safety First" in all aspects of job performance
16. Maintain close communication regarding the status of projects with local school principals, staff and co-workers
17. Maintain a positive, cooperative attitude in the work environment
18. Complete appropriate professional development activities as required
19. Assume other responsibilities as may be assigned by the superintendent of schools and/or his/her designee, including the immediate supervisor
20. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
21. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
22. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for 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 their direct supervisor). 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.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 3/15/16