



Title:	HVAC Technician
Reports to:	Maintenance Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

The employee's primary function is to independently follow established procedures and schedules for installing, operating, maintaining, trouble-shooting and repairing the HVAC and electrical systems, fixtures, equipment, wiring, and control devices at Scotland County schools and departmental sites.

Knowledge, Skills, Abilities, etc.: The employee must be skilled in all facets of HVAC and electrical installation, maintenance, trouble-shooting and repair with a skilled level of expertise/competence. He/she must hold (or immediately obtain) commercial NC refrigerant recovery certification and electrical certification/licensure. He/she must have at least five years prior successful experience as a commercial or institutional HVAC technician / electrician. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment. A basic education and high school diploma (or the equivalent) is necessary. He/she will be required to:

- Read and comprehend work orders, instruction manuals, schematic drawings, building codes, etc.
- Document all information relating to work orders and required reports.

Use basic mathematical calculations to estimate and purchase materials, and to measure and layout work.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry medium to heavy objects (i.e., 50- 75 lbs); climb ladders and scaffolds (2 story structures); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee will be assigned a vehicle for all necessary work related travel. A good/safe driving record and valid North Carolina driver's license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

SPECIFIC DUTIES: The employee will.....

- Install, maintain, trouble-shoot and repair all components of the HVAC systems and equipment in the schools and departmental sites (i.e. air-to-air heat pumps, water-to-air heat pumps and other forced air distribution systems and equipment; steam and/or hot water boilers and radiation devices; energy management and control devices, etc.)
 - Install, maintain, trouble-shoot and repair all components of the electrical systems and equipment in the schools and departmental sites (i.e. main service entrance wiring and equipment, main distribution panels, sub-panels, wiring and conduit, fixtures, control devices, etc.)
 - Perform regularly scheduled preventive maintenance inspections/repairs for the electrical, mechanical and controls systems and equipment.
 - Maintain an adequate stock of routine repair and preventive maintenance parts and equipment.
 - Maintain (in good working condition) an adequate supply of hand tools, wrenches, safety equipment, power tools, testing equipment, etc.
- Assist other mechanics and perform other routine duties as assigned by the maintenance director or superintendent.

