



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	HVAC Technician I
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 69 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday, or as scheduled to provide coverage
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The HVAC Technician I maintains the day-to-day operations of and assures responsibility for maintaining the physical property(ies) of the school district under the direction of the Director of Maintenance and Assistant Director of Maintenance. The HVAC Technician I performs a variety of basic technical tasks related to assisting in the service and repair of all heating, air conditioning, and water-based equipment for all Orange County Schools and sites.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the common practices, tools, terminology and safety precautions used in the maintenance and repair of refrigeration and air handling equipment
- General knowledge of the use and characteristics of refrigeration and air handling equipment materials
- Skill in the use of tools and equipment associated with the trade
- Ability to understand and follow oral and written instructions

- Ability to establish and maintain effective working relationships with associates and school personnel
- Ability to ensure that assigned automotive equipment is operated and maintained as outlined the applicable district policies and procedures

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from High School
- Experience in refrigeration and air handling
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- CFC/EPA Type I and/or Type II Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Experience working in a public school district with multiple school buildings
- Experience handling emergency calls for heat or AC in schools

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, repair and maintain refrigeration and air handling equipment
2. Troubleshoot and service refrigeration and air handling units as directed
3. Take meter readings; connect control boards, wire connectors, relays, transformers or thermostats; pull wire; drill holes; install mounts, etc.
4. Change filters in heat pumps and window air conditioning units
5. Repair refrigeration components
6. Replace water seals, bearings, gaskets, etc.
7. Help replace compressors; repair Freon leaks, start components, fan motors, pneumatic valves and dampers
8. Help install and maintain window air conditioning units where needed
9. Clean air handling unit coils
10. Perform related work as required
11. Perform additional duties as assigned by the Assistant Maintenance Director or Maintenance Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered heavy physical work requiring the exertion of up to 100 pounds of force. Requires significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*