



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	HVAC Technician II
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 70 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None; may be called upon to provide guidance to lesser experienced technicians
WORK WEEK SCHEDULE	Monday – Friday; or as scheduled
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The HVAC Technician II performs skilled work troubleshooting and assessing the need for maintenance, repair, modification and installation of refrigeration, air handling and water based equipment in school buildings and central office locations. May be asked to supervise less experienced technicians.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the common practices, tools, and terminology of the mechanical trade
- Thorough knowledge of the use and characteristics of common refrigeration and air handling materials
- Thorough knowledge of the hazards and safety precautions used in the maintenance and repair of refrigeration and air handling equipment
- Significant skill in the use of tools and equipment
- Demonstrated ability to work from sketches, drawings, plans or specifications

- Demonstrated ability to follow oral and written instructions
- Demonstrated ability to estimate needed materials and time required for various jobs
- Demonstrated ability to establish and maintain effective working relationships with associates and school staff
- Demonstrated ability to ensure that assigned automotive equipment is operated and maintained as outlined the applicable district policies and procedures

EDUCATION, TRAINING, AND EXPERIENCE

- High School degree with CTE technical experience in the trade
- Minimum of three (3) years of 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 II Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's degree or completion of a trade school program from an accredited institution in the fields of refrigeration and air handling, electrical, and plumbing
- Experience working in a public school district with multiple school buildings
- Experience handling emergency calls for heat or AC in schools, especially during times of high pressure (i.e. end of semester and end of year testing)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install new air handling equipment and other refrigerated equipment
2. Perform preventive maintenance on air handling units, e.g., clean coils, adjust moving parts, etc.
3. Make adjustments to and/or repair air handling units
4. Order parts as necessary for repairs
5. Make adjustments to and/or repair air compressors and pneumatic controls, as necessary
6. Replace and/or repair electrical controls
7. Complete assigned work orders and necessary work order reports
8. Function as supervisor of other HVAC mechanics in the absence of the supervisor
9. Install, adjust and rebuild pneumatic and electric thermostats
10. Rebuild pneumatic and electrical relays
11. Detect and repair leaks in pipes and valves
12. Plan renovations/modifications of HVAC system
13. Instruct and consult with other HVAC mechanics regarding techniques and equipment necessary to complete jobs
14. Perform related work as required
15. Replace water seals, bearings, gaskets, etc.
16. 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.*