# BUTLER COUNTY SCHOOLS

## HV/AC & REFRIGERATOR TECHNICIAN

## JOB DESCRIPTION

**QUALIFICATIONS:**

(1) Minimum of five (5) years successful experience at the skilled journeyman level in heating, refrigerator, ventilator, and air conditioning equipment installation, maintenance, and repair.
(2) Proven competency required.
(3) EPA certification for reclaiming/recycling refrigerants required.
(4) Valid Alabama driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and skill to effectively use the tools and materials of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to read and interpret blueprints, wiring diagrams, specifications, and operating manuals. Ability to supervise and direct the work of others. Ability to perform crossover work in several trade areas.

**REPORTS TO:**

Maintenance Supervisor

**JOB GOAL**

To complete assigned heating, refrigeration, ventilation, and air conditioning equipment installation, maintenance, and repair work safely and efficiently at the skilled journeyman level.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

* (1) Repair and maintain all air conditioning, HVAC and food service equipment, component parts, and subassemblies.
* (2) Repair and maintain refrigeration equipment to include coolers and freezers.
* (3) Utilize and maintain proper tools and equipment required to complete work assignments.
* (4) Read blueprints, factory details and circuitry schematics related to the accomplishment of daily assignments.
* (5) Assist in placing orders and bids, if needed, for parts and materials.
* (6) Assist in maintaining an inventory of parts and materials as needed.
* (7) Assist other maintenance personnel with tasks as needed or directed.
* (8) Provide emergency repair service as needed.
* (9) Assist in developing and maintaining a preventive maintenance program.
* (10) Communicate effectively with staff members, supervisors, administrators and other contact persons using tact and good judgment.
* (11) Follow attendance, punctuality and proper dress rules.
* (12) Ensure adherence to good safety standards.

©EMCS

**AC & REFRIGERATOR TECHNICIAN** (Continued)

* (13) Maintain confidentiality regarding school/workplace matters.
* (14) Model and maintain high ethical standards.
* (15) Demonstrate initiative in the performance of assigned responsibilities.
* (16) Maintain expertise in assigned area to fulfill project goals and objectives.
* (17) Keep supervisor informed of potential problems or unusual events.
* (18) Respond to inquiries and concerns in a timely manner.
* (19) Serve on school/system committees as required or appropriate.
* (20) Exhibit interpersonal skills to work as an effective team member.
* (21) Demonstrate support for the school system and its goals and priorities.
* (22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
* (23) Prepare all required reports and maintain all appropriate records.
(24) Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

*Essential Performance Responsibilities

**©EMCS**