

ST. MARY PARISH PUBLIC SCHOOLS  
H.V.A.C TECHNICIAN JOB DESCRIPTION

**POSITION:** H.V.A.C. Technician

**REPORTS TO:** Assistant to Maintenance Supervisor

**TERMS OF EMPLOYMENT:** Following the probationary period as set forth in policy GBG, terms of employment are 240 days.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**QUALIFICATIONS:**

1. Must have five years' experience and be skilled in the repair and maintenance of H.V.A.C. / refrigeration, and electrical systems in school buildings.
2. Must be organized, personable, cooperative, and responsive to the needs to the school district.
3. High school education/GED required. Must possess a valid reclamation license and have construction experience which could be classified as being beneficial to the job.
4. Must be able to lift and carry 75 pounds infrequently and 35 pounds frequently.
5. Possess a valid Louisiana drivers license.
6. Must pass physical examination, criminal background check, and drug screen.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure that all H.V.A.C. and refrigeration mechanical systems are maintained and operated properly
2. Responsible for the completion of work orders authorized by the maintenance supervisor.
3. Exercise preventative maintenance on all H.V.A.C. and refrigeration machinery and mechanical systems as directed by the maintenance supervisor.
4. Must constantly be aware of any hazards or needed repairs and report them to the maintenance supervisor.
5. Maintain inventory of materials, tools, and supplies.
6. Maintain tools, equipment, and vehicles in a good/safe operating condition.
7. Perform duties in a safe manner to insure the prevention of injuries.
8. Perform such tasks and assumes additional responsibilities as the assistant maintenance supervisor, Superintendent or designee may assign.

**QUALIFICATIONS:** The Maintenance H.V.A.C Technician must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Maintenance H.V.A.C Technician is frequently required to stand, walk, speak, hear, and sometimes sit. The Maintenance H.V.A.C Technician may occasionally push or lift up to 75 lbs., such as boxes of materials. The Maintenance H.V.A.C Technician is frequently exposed to a work environment noise level, which is moderate to loud. The Maintenance H.V.A.C Technician must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Maintenance H.V.A.C Technician must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_