



HVAC TECHNICIAN *Position Description*

Title: HVAC Technician
Location: Central Office – Maintenance Department
Terms of Employment: 12 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The HVAC Technician will maintain HVAC systems throughout the Pamlico County Schools buildings.

Qualifications

- Must have a high school diploma or GED
- Must have maintenance work experience
- Must hold and maintain a valid driver's license

Duties and Responsibilities

- Troubleshooting, diagnosis, and repair of electrical and mechanical faults on HVAC equipment
- Analyze HVAC system requirements recommending new systems or modifications
- Read blueprints and diagrams
- Set heating, air condition, ventilation, and environmental control equipment into place
- Perform basic repair and maintenance of buildings/equipment
- Install and repair waste and supply lines
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to follow oral and written directions
- Ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members
- Skilled in the performance of one or more trades
- Ability to lift up to 75 pounds

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.