



---

**Job Title:** Technician – Mechanical

**Supervisor:** Assistant Manager – Maintenance

**Terms of Employment:** 246 days

**Job Summary:**

The Mechanical Technician performs installation, maintenance, inspections, repairs, and testing of boiler, water heater, pumps, piping, fans, compressors, assist with electrical, HVAC/R, controls, etc. Sets up rigging for setting pumps, fans, HVAC unit and other equipment which requires heavy lifting. Utilizes precision instruments such as dial indicator, laser alignment equipment, temp gun, belt alignment and tension instruments, cable and water line locator, etc. Performs routine and preventive maintenance on specialty equipment. Performs critical preventive and repair maintenance, lubrications and inspections. Replaces pumps, packing and seals, installs and sets motor bases and associated equipment. Sizes pumps, water heaters, boilers, etc. based on system parameters and curves. Reads blueprints, works from specifications and specifications, requirements and compliance with applicable safety codes and regulations. Performs work in accordance with established safety procedures. Maintains a clean and safe work environment. Maintains a clean and properly maintained vehicle and tools required to perform each task. Adhere to HCS core values.

**Essential Duties:**

1. Coordinates with assigned foreman and/or other trades for the purpose of completing projects and work orders efficiently.
2. Diagnoses causes of problems and/or failures for the purpose of identifying equipment and/or systems repair and/or replacement.
3. Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
4. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
5. Installs, repairs and inspects systems such as boilers, water heaters, pump and motors, piping, etc. (proper alignment of equipment).
6. Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
7. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
8. Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of systems.
9. Prepares computer generated materials (e.g. repair status, activity logs, etc) in SchoolDude for the purpose of documenting activities and/or conveying information.



10. Requests equipment and supplies for the purpose of maintain inventory and ensuring availability of items required to complete the necessary installation and/or repair.
11. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
12. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
13. Ability to read blueprints and do take off of materials needed.
14. Installs new water and sewer systems; checks systems for leaks and clogs; repairs if necessary.
15. Installs and repairs gas piping.
16. Run water lines and determine, to some degree, the friction loss in long runs of pipes.
17. Cut, thread, solder, weld, shape, bend and do hookup of water lines.
18. Determine size of water pumps and storage tanks to meet needs and install.
19. Connect electrical controls on water systems.
20. Install hot water heaters, dishwashers, sinks, lavatories, toilets and other plumbing fixtures.
21. Correct or clean up certain deficiencies as determined by chemical analysis.
22. Pump out grease traps and unstop clogged field and drain lines.
23. Upgrade sewage systems by additional field lines.
24. Use transit to obtain elevations of installations.
25. Replaces, repairs, or installs commodes, urinals, pipes, sinks, drains, hose reels, control boxes, valves, faucets, water fountains, wall hydrants, and water lines.
26. Checks and repairs back flows.
27. Clears sewer systems and grease traps of clogs that cause backups or stoppage.
28. Repairs and installs water coolers and heaters.
29. Inspects sewers for gas buildup or leaks.
30. Checks and maintains inventory on truck.
31. Performs general cleaning and maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspection of equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing and cleaning equipment, or cleaning shop and work areas.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the HCS schools system.

**Job Specifications:**

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



---

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Completion of high school diploma required; technical degree preferred.
2. Minimum three years' of experience required.
3. Completion of (MASC) Municipal Association of South Carolina Mechanical Trades Certification Program – Masters certification preferred.
4. Must possess and maintain a valid South Carolina driver's license.
5. Plumbing license preferred; Gas Rider Certification preferred.
6. Completion of ACT WorkKeys.
7. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
8. Evidence of some formal courses in plumbing and related fields or adequate experience in trade to perform job skills.
9. Knowledge of how to properly perform manual tasks.
10. Knowledge of safety practices relevant to the tasks performed and equipment employed.
11. Ability to use small office equipment, including copy machines or multi-line telephone systems.
12. Ability to use computers for data entry.
13. Ability to communicate with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
14. Ability to use or repair small/light equipment, such as power tools.
15. Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
16. Knowledge and use of standard spacing, measurements and layout common to trade.
17. Ability to guide and train other employees.
18. Ability to assume work load and follow-up on tasks with minimal directions.
19. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.
20. Ability to estimate time and materials for job and keep records of stock.
21. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
22. Knowledge and ability to properly use PPE required to perform assigned activities.

**Physical Requirements**

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:



- physically capable of frequently lifting or moving up to 100 pounds;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone, data entry, using hand tools;
- read a computer screen and printed material with or without vision aids;
- eye-hand coordination to avoid injury;
- physical endurance to lift tools, equipment, and supplies while standing, climbing, bending, or kneeling for long periods;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.
- Physically capable of using PPE (eye protection, hand protection, hearing protection, protective clothing, protective footwear, etc).

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade: 110**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***