



Job Title: Technician – HVAC

Supervisor: Assistance Manager – Maintenance

Terms of Employment: 246 days

Job Summary:

The Technician – HVAC/R installs, services and maintains HVAC and refrigeration equipment with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintain and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available for each job in District facilities. Adhere to HCS core values.

Essential Duties:

1. Services, repairs, installs, and maintains existing HVAC and refrigeration equipment, including split-system/package units, air handlers, condensing units, heat exchangers, heaters, cooling towers, chillers, boilers, VAV boxes, exhaust hoods and fans, and evaporator coolers.
2. Troubleshoots HVAC issues in schools and offices.
3. Repairs, installs, and programs HVAC controls.
4. Cleans coils, drains, greasing pumps, and motors.
5. Performs routine maintenance on HVAC equipment, including greasing bearings, cleaning out condensation lines, cleaning coils, vacuuming return grills and ducts, and checking belt tension and pulleys.
6. Replaces defective fan motors and belts as necessary.
7. Replaces thermostats as necessary.
8. Changes filters on all HVAC equipment.
9. Installs new central units and window units.
10. Performs 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.
11. Sizes and installs duct system for balanced air flow.
12. Sets up schedule for preventive maintenance; adheres to preventative maintenance schedule.
13. Maintains records and processes necessary forms.
14. Coordinates with assistant manager and/or other trades for the purpose of completing jobs and work orders efficiently.
15. Diagnoses causes of problems and/or failures in HVAC/R systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
16. Fabricates equipment parts (duct, grilles, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.



17. 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.
18. Inspects HVAC/R systems and their components (e.g. heating units, building exhaust fans, ventilation units, refrigeration units, etc.) for the purpose of evaluation condition, identifying necessary repairs and recommending preventive maintenance.
19. Installs HVAC/R equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
20. Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
21. Participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required of perform job functions.
22. Participates in “On Call” duty and respond to after hours calls.
23. Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of HVAC/R systems.
24. Process all labor and materials into SchoolDude for the purpose of documenting activities and communicating information.
25. Repairs HVAC/R systems and/or components (e.g. pumps, motors, air handlers, cooling towers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
26. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
27. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
28. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Duties:

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

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 as an HVAC technician required.
3. HVAC licenses preferred or completion of HVAC (MASC) Municipal Association of South Carolina certification.
4. EPA Certification, North American Technician Excellence (NATE), or completion of certifications preferred.



5. Must possess and maintain a valid South Carolina driver's license.
6. Ability to read blueprints and do take off of materials and equipment.
7. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
8. Knowledge of how to properly perform manual tasks.
9. Knowledge of safety practices relevant to the tasks performed and equipment employed.
10. Skill in the use of ropes, hand tools or cleaning equipment.
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 personnel lifts.
16. Knowledge and use of standard spacing, measurements and layout common to trade.
17. Ability to assume work load and follow-up on tasks with minimal directions.
18. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.
19. Ability to estimate time and materials for job and keep records of stock.
20. Ability to work with schematics of equipment in installing or trouble shooting.
21. Knowledge of any kind of equipment and gauges needed in installing, maintaining and checking systems.
22. General knowledge of basic electricity.
23. Knowledge and ability to work with controls such as low voltage and pneumatic.
24. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
25. Ability to wear and knowledge of proper PPE (eye protection, face shield, hearing protection, hand protection, protective clothing-HCS uniform, safety shoes, etc) required for each task.

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.

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.

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