



**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION FOR HVAC TECHNICIAN**

POSITION TITLE:	HVAC Technician
TITLE OF SUPERVISOR:	Principals/Director of Facilities
SALARY:	Salary is reflective of the approved Yazoo County School District Administration salary schedule.
JOB GOAL:	Under the Direction of Construction, Maintenance, Operations & Facilities or designee, perform advanced level work to maintain, troubleshoot, repair, balance and perform analysis on all types of heating, ventilation, air conditioning and refrigeration (HVAC) equipment systems, designs and applications. Program automated controls system. Plan, estimate and commission new installation or renovations of HVAC equipment. Perform installation, repair, assembly and maintenance of water sewage, drainage, air, gas and vacuum systems related equipment and facilities. Assist other skilled trades; and ensure that tools and materials are available at the job site.
JOB OVERVIEW:	The focus of the HVAC technician is to maintain, repair, and install heating and air conditioning systems/units Throughout the school district thus maintaining and providing for the safe conditions and operations of all HVAC systems in the school district's facilities.
MINIMUM QUALIFICATIONS:	At least a high school diploma or equivalent;HVAC license job related experience with a specialized field is required.
LENGTH OF CONTRACT:	12 Months (250 Days)



SPECIAL KNOWLEDGE/SKILLS PREFERRED:

- Knowledge of HVAC repairs, maintenance, and installation techniques
- Knowledge of UES, Open Tech, and TAC controls
- Knowledge of computers and software operation
- Knowledge of chilled and hot water air conditioning systems
- Know of cooling towers and condenser water systems
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to diagnose and resolve problems
- Ability to use hand and power tools
- Ability to use diagnostic equipment
- Knowledge in computers and electronic email

EXPERIENCE DESIRED; NOT REQUIRED

- Five years experience in HVAC field
- Experience diagnosing problems with pneumatic and DDC control systems
- Three or more years chilled and heating water experience preferred
- Three of more years experience with UES and/or Open Tech or TAC controls preferred
- Experience with condenser water systems and cooling towers

DESCRIPTION OF HVAC TECHNICIAN DUTIES:

1. Inspect, maintain, and repair HVAC systems, including heating, cooling, ventilation, and refrigeration units.
2. Perform routine preventative maintenance on HVAC systems to ensure optimal performance and efficiency.
3. Diagnose and repair malfunctions in various types of heating and air conditioning systems in the school district.
4. Troubleshoot mechanical and electrical issues within HVAC systems.
5. Maintain Freon dispensing records to meet Federal requirements.
6. Monitor and maintain boilers, chillers, thermostats, and building control systems.
7. Maintain tools and equipment for the purpose of ensuring availability in safe operating condition.
8. Perform routine and preventative maintenance (e.g. filter changes, gas pipe repairs, rewiring heaters, replacing switches and other components, etc.) for the purpose of ensuring the ongoing functioning of heating, air conditioning and ventilating systems.



9. Assists energy managers to complete energy conservation surveys to realize most efficient, cost effective use of HVAC energy.
10. Receive and complete work orders within school District guidelines.
11. Perform duct cleaning and air quality testing as needed; keep documentation of dates in a log book.
12. Select necessary material and hardware and make time and materials estimates.
13. Maintain accurate records on material, material purchases, and labor used and turns in to supervisor on a daily basis or electronically.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure ALL areas are clean.
16. Work and communicate with building principals and supervisors to complete objects.
17. Detect needed repairs on equipment following established inspection procedures.
18. Respond to emergency calls as needed during and after working hours as entrusted by the immediate supervisor.
19. Repair a variety of appliances, heating, air conditioning, and ventilating equipment (e.g. refrigerators, washers, dryers, forced air heaters, exhaust fans, etc.) for the purpose of ensuring a comfortable learning environment.
20. Inform personnel regarding status of work orders (e.g. supervisory staff, other maintenance workers, district staff, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
21. Transport a variety of tools, equipment, and supplies (e.g. filters, motors, pipes, ladders, etc.) for the purpose of ensuring the availability of materials required at the job site.
22. Respond promptly to HVAC service requests and emergency repair needs.
23. Replace and repair components such as motors, belts, filters, compressors, and controls.
24. Ensure all HVAC systems comply with local, state, and federal safety regulations and codes.
25. Ability to be flexible and change work schedules/shifts and work weekends and holidays when necessary;work more than 8 hours a day when required.
26. Ability to braze and solder copper pipe/tubing.
27. Ability to communicate effectively and work with other trades.
28. Be available for after hour emergencies/demands.
29. Ability to use a computer and operate HVAC controls software.
30. Ability to troubleshoot pneumatic and DDC controls.
31. Ability to be "On Call" and respond to after hours emergencies.
32. Support the school district's vision, mission, goals, and priorities.
33. May be on call 24/7 and required to commute in a District Vehicle.
34. Maintain accurate records of maintenance, inspections, and repairs.
35. Assist in maintaining energy efficiency and recommending system upgrades when needed.
36. Work collaboratively with maintenance and custodial staff to support facility operations.
37. Inspect equipment regularly to identify potential issues before failures occur.
38. Maintain and properly use tools, equipment, and HVAC-related materials.
39. Ensure proper handling and disposal of refrigerants in accordance with EPA guidelines.
40. Perform other duties as assigned by the Superintendent

