

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HVAC FILTER TECHNICIAN/CARPENTER

An HVAC Filter Technician installs, inspects, and replaces air filters in HVAC systems, ensuring optimal air quality and system efficiency for all Beaufort County School's buildings. Responsibilities include regular filter replacements, coil cleaning, belt maintenance, and documenting service reports. A school carpenter maintains, repairs, and constructs district buildings, furniture, and fixtures, ensuring a safe environment. Key duties include repairing doors, flooring, classroom furniture, building cabinets and shelves, and performing rough/finish carpentry. Both roles involve traveling to various sites, assisting with general facility maintenance and requires physical stamina to work with rooftop units (RTUs) or in tight spaces.

HVAC Filter Technician Essential Job Functions: (Not Limited To)

- **Filter Maintenance:** Regularly inspect, change, and replace air filters in commercial and residential HVAC systems.
- **Preventative Maintenance:** Clean coils, condensate drain pans, and lines, and check/adjust fan motor belts.
- **System Inspection:** Identify and report potential mechanical issues or maintenance needs to facility managers.
- **Record Keeping:** Maintain accurate records of maintenance activities, filter inventory, and service logs.
- **Safety Compliance:** Adhere to all safety protocols, including OSHA standards.

Carpenter Essential Job Functions: (Not Limited To)

- **Maintenance & Repair:** Repairing wooden structures, flooring, ceilings, and walls.
- **Fabrication:** Building cabinets, bookshelves, desks, and storage facilities.
- **Installation:** Installing doors, door hardware/locks, windows, and trim.
- **Safety Compliance:** Maintaining safe, OSHA-compliant facilities and equipment.
- **Proficiency in using hand and power tools** (saws, drills, sanders)
- **Precision in measuring, cutting, and assembling materials**

Qualifications

- Education: High school diploma or GED
- Experience: Previous experience in HVAC, facility maintenance, or construction.
- Physical Requirements: Ability to lift heavy equipment (up to 50–100 lbs), climb ladders, and work on rooftops.
- License: Valid driver's license is required for travel between sites.
- Skills: Strong attention to detail, mechanical aptitude, and time management.

Job Expectations:

Work under the supervision of the Director of Maintenance to complete assigned tasks.

Acknowledge receipt of all text, phone messages, and emails related to any school issues as soon as possible and within the work day.

When necessary work with plant operation outside of the normal work day to address district issues. Be prepared to be called into the office outside of normal working hours.

Follow the assigned schedule for filter replacement and keep documentation of dates changed.

Manage stock of filters and prepare filter orders when needed.

Complete all other duties as requested by the Director of Maintenance or his designee.

Be a productive and positive member of the Maintenance team.

Communicate on a daily basis with the Director of Maintenance in regards to outstanding work orders and completed work orders.

Exercise time management when completing assigned work orders and tasks for the Maintenance Department.