



Mobile County PUBLIC SCHOOLS

Job Description Title – HVAC REPAIRPERSON/TECHNICIAN

POSITION SUMMARY: Performs skilled work associated with the Heating, Ventilation, Air Conditioning and Refrigeration trades.

SUPERVISED BY/REPORTS TO: Zone Leads or Zone Coordinators

FLSA Designation: Non-exempt

QUALIFICATIONS:

- 1) Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- 2) Must be a high school graduate from a regionally accredited school or have GED equivalent. Must provide transcript or GED Certificate.
- 3) Must have a HVAC or trade school certificate.
- 4) Must have at least five (5) years of experience in heating, air conditioning, or an equivalent combination of training and experience.
- 5) Must have EPA Certification for the proper use of refrigerants, including recovery, recycling, and reclaim.
- 6) Must have experience in overhauling and servicing heating, air conditioning, freezers, and refrigeration units.
- 7) Must have thorough knowledge of the principles of refrigeration, electrical circuitry, and air movements common to heating, air conditioning, and refrigeration systems, practices, methods, materials, and tools used in the trade.
- 8) Must have knowledge of the occupational hazards and safety precautions of the work.
- 9) Must have good knowledge of local heating and air conditioning codes.
- 10) Must demonstrate ability to fit and braze piping.
- 11) Must possess some basic computer knowledge.
- 12) Must have a valid Alabama Driver's License.
- 13) May be required to obtain a Commercial Driver's License.
- 14) Must be insurable as determined by an investigation by MCPSS personnel into private and business driving records within any consecutive three-year time frame.
- 15) Good general health, clean in attire and appearance.
- 16) Ability to understand and follow oral and written instructions.
- 17) Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules/manuals, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence. Ability to verbally communicate in person and over electronic devices. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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 carries, squats, walks, twists, grasps, climbs, crawls, pushes, reaches, pulls, sits, stands, and kneels. Lifts up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, peripheral vision and ability to differentiate between colors and shades of colors. The employee may be exposed to fumes, dirt, Heat/cold, humidity, chemicals, noise, toxins, heights and bright or dim lighting.

Must be physically able to operate a variety of equipment and machinery including electrical tools, boilers, chillers, cooling towers, pumps, welders, pipe threaders, electrical measuring and testing equipment, welding equipment, copiers, computers, and various hand tools, etc.

Must be physically able to operate motor vehicles, including light pickup and dump trucks. Physical demand requirements are for Heavy Work.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Ability to read and interpret blueprints, control, and schematic wiring diagrams.
2. Plans and schedules major repairs, renovations, and construction projects and activities in a manner to minimize disruption in routine school districts activities.
3. Prioritizes unscheduled maintenance or repair orders; responds to emergency or critical incidents in order to confine, resolve, and/or prevent injurious or otherwise hazardous conditions.
4. Overhauls and services heating, air conditioning, freezers, and refrigeration units.
5. Safely installs heating, air conditioning, and refrigeration equipment according to manufacturer's instructions, plans, and local codes.
6. Tests refrigeration equipment as needed. Adds gas to refrigeration units as needed. Performs refrigerate conversions in existing equipment.
7. Repairs and adjusts valves, piping connections, fittings, and couplings.
8. Repairs and performs general maintenance on all types of HVAC equipment including but not limited to: Air handlers, Condensing Units, VAV boxes, Air Compressors, Cooling Towers, Water Pumps, Supply and Exhaust fans.
9. Removes and installs motors and adjustments of expansion valves.
10. Changes belts, filters, bearings, hinges, and hardware.
11. Installs thermostats and humidistats. Works with various electrical voltages; 24V, 110V, 230V, 277V, and 480V.
12. Performs maintenance on gas fired heating, air conditioning, and refrigeration equipment, such as direct expansion units to include air conditioning systems, heat pumps, freezers, coolers, ice machines, and water coolers.
13. Ensures mechanical systems are running at peak efficiency and compliant with safety standards.
14. Performs torch welding and brazing of refrigeration piping (steel, copper, brass)
15. Estimates time and materials needed.
16. Repairs electrical controls, pneumatic, and solid-state controls.

17. Performs trouble-shooting and preventive maintenance on all types of heating and air conditioning and refrigeration equipment.
18. Maintains accurate records of time, labor, and materials via computer-based programs.
19. Establishes and maintains effective working relationship with supervisors, foremen, and other employees. Works collaboratively with district maintenance and construction personnel and other applicable departments.
20. Completes work assignments without close supervision and completes all projects as to neatness conformance with standards or related trade.
21. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents for the purpose of maintaining the personal safety of students and employees.
22. Ability to perform duties with awareness of all District requirements and Board of Education policies.
23. May be assigned other duties as required by supervisor or another administrator. Is responsible for keeping up to date on current technology.
24. **This position may also be required to work after hours on weekends, and to perform duties on shift work schedules, when necessary.**
25. **The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work inside and outside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; works around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the immediate supervisor or their designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the immediate supervisor or their designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.