



Notice of Job Vacancy #26-074

Posting Date: February 10, 2026

Position: Refrigeration & Commercial Kitchen Equipment Service Technician serving Berkeley County Schools

Employment Term: Full-time/261 days

Salary: Based upon the [EPIC FY'26 Professional Pay Scale](#) with verified years of experience

Qualifications:

- Minimum high school diploma, GED or equivalent required
- EPA refrigerant certification required
- Minimum five years of experience in refrigeration/kitchen equipment maintenance and repair
- Must be able to diagnose and repair mechanical, electrical, gas, and communication issues in common commercial refrigeration and cooking equipment
- Ability to read floor plans
- Aptitude to read, understand, and apply knowledge from technical documents
- Competent use of computer programs for work orders, written communication, and repair manuals
- Understanding of electrical systems and wiring
- Must remain up to date with industry licensing and testing requirements
- Must possess critical thinking skills and the ability to make decisions while under limited supervision
- Must be able to safely operate a motor vehicle and possess a valid driver's license
- Competent use of hand tools and power tools including screw drivers, pliers, wire cutters, wire strippers, wrenches, drill bits, drills, impact drivers, saws, flashlight, Volt/amp meter, refrigerant gauges, and other tools of the trade.

Position Overview: The selected Refrigeration/Equipment Technician is primarily responsible for preventative maintenance, troubleshooting equipment problems, making repairs, installing new equipment, and coordinating work of designated subcontractors as needed. All work is performed according to manufacturers' technical specifications and standard service practices. The selected technician will also be responsible for maintaining necessary parts inventory and producing equipment inventory and replacement schedules.

A required uniform and work van used for transporting materials to and from worksites while on duty will be provided.

Essential Duties & Responsibilities:

- Diagnoses equipment problems, replaces defective components, clears trouble codes, and tests equipment for proper function
- Schedules and performs regular preventative maintenance service to all refrigeration and kitchen equipment used within Berkeley County Schools (BCS) Child Nutrition
- Tests electrical, gas, and refrigerant systems of equipment as required to diagnose and repair problems
- Understands refrigeration and kitchen equipment and installation
- Coordinates work with designated subcontractors as required to ensure work is done to Berkeley County School Specifications
- Trains employees on the use and care of equipment
- Communicates issues and provides feedback to the BCS Executive Director of Child Nutrition regarding maintenance issues, facility/equipment opportunities and outside service vendor performance
- Communicates/coordinates with BCS staff when equipment problems arise

- Interacts with BCS staff in a professional manner and communicates needs to BCS maintenance department and contractors
- Collaborates in new work order system design and configuration
- Utilizes maintenance work order system to complete repair calls, close completed calls, enter resolutions for calls and update calls according to company policies and procedures
- Completes assigned work by required deadlines
- Responds to high priority calls according to company guidelines
- Responsible for personally responding to work orders and scheduling vendors when necessary
- Maintains fully stocked inventory and is accountable for all aspects of assigned inventory; assists in monitoring and control of maintenance inventory; requisition parts necessary to complete the job
- Provides technical information to ordering team ensuring proper delivery and ordering of all non-stock parts
- Prioritizes safety with high awareness of surroundings, people in the vicinity, and potential hazards
- Attends and participates in all work-related meetings, scheduled inventories, and training classes
- Maintains all certifications as required by manufacturers and local/state/federal law
- Completes other tasks and/or duties as required and/or assigned by the BCS Executive Director of Child Nutrition or the EPIC Administrator
- Must be available to work beyond usual end time on occasion to complete jobs
- Must be available to be "On Call" and respond to emergency calls

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.

- Constantly required to operate standard office equipment as well as hand and power tools
- Constantly required to reposition self in a variety of positions to access equipment and cabling
- Constantly required to use visual acuity to observe, inspect, and analyze equipment, monitors, and screens
- Constantly required to work in changing conditions both indoors and out
- Frequently required to walk throughout work areas
- Frequently required to move equipment up to 50 pounds throughout buildings and work sites
- Frequently required to ascend/descend ladders to access equipment
- Frequently required to enter confined spaces including closets and attics
- Frequently required to work at heights, utilizing scaffold and lift equipment
- Frequently required to communicate with staff and contractors demonstrating the ability to accurately exchange information

Work Environment: The work environment described here is representative of that which an employee encounters while performing the essential functions of this job.

- This position is frequently conducted indoors and outdoors, with occasional exposure to heat/cold and inclement weather.
- Employee is occasionally exposed to moving mechanical parts, fumes, and airborne particles.
- Employee is occasionally required to enter close quarters.
- Employee is occasionally exposed to vibration and risk of electrical shock.
- The noise level in the work environment is generally loud.

Reports To: BCS Executive Director of Child Nutrition, Warehouse, and Wellness; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the hiring/onboarding process

Application Process: You may submit your application one of two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

Hard copy EPIC Head Start / Early Head Start application can be found by [clicking on this link](#). Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until the position is filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.