



Notice of Job Vacancy #26-066

Posting Date: January 15, 2026

Position: PT HVAC Technician serving Hampshire County

Number of Positions: One (1)

Employment Term: Part-time / "as needed"

HVAC Technicians who are hired under this posting are scheduled to work **220 days** per fiscal year/Monday-Friday x 4 hours per day, additional hours as needed

Salary: \$50.00 per hour with benefits

Job Description:

The HVAC Technician is responsible for the safe operating condition of the HVAC equipment in the facilities owned or operated by the Hampshire County Board of Education (all locations).

Qualifications:

- High school diploma or general education degree (GED); 2-year vocational degree preferred. Minimum of 5 years of experience in commercial building HVAC services.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Journeyman HVAC technician
- Federal Universal Refrigerant Certification
- Electrical & Plumbing Experience preferred

Key responsibilities include:

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains and repairs heating, ventilation, air conditioning, and associated control systems.
- Establishes and follows preventive maintenance procedures for HVAC systems in the

- district's facilities.
- Recommends supplies and equipment for purchase and maintains an inventory of spare parts, tools, equipment, and supplies. Compare prices and order parts from approved BCS vendors.
- Work closely with Energy Consultant/Control Vendors to effectively resolve control problems.
- Contact Control Vendors to be walked through step-by-step resolution of issues.
- Be well versed in all equipment types, makes, and models.
- Employee may also be asked to assist with general maintenance needs as appropriate.

Additional General Requirements:

- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to perform duties with awareness of all district requirements and the Hampshire County Board of Education policies.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above head, and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds, such as HVAC parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works near moving mechanical machinery and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gas fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

Reports To: Hampshire County Schools Superintendent; EPIC Administrator

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

Anticipated Start Date: Immediately following the 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 application can be found by [clicking on this link.](#) Once completed, you may submit it along with your credentials 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 posting will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.