



JOB VACANCY ANNOUNCEMENT

EMPLOYEE NAME: _____

Revised: 6/19

JOB DESCRIPTION

POSITION TITLE: (M4) HVAC Technician-Master
DEPARTMENT: Maintenance Department
WORK DAYS: 240
REPORTS TO: Director of Maintenance
PAY SCALE: M Level 3

REQUIREMENTS:

<ul style="list-style-type: none"> ● Educational Level: High School Diploma or GED required
<ul style="list-style-type: none"> ● Certification/License Required: Valid Georgia drivers license; Georgia unrestricted HVAC license or NATE (North American Technician Excellence) Service Technician Certificate. NATE certification must include the following certification modules: Core Service, Air Conditioning Service, Air Distribution Service, Air to Air Heat Pump and Gas Heating Service
<ul style="list-style-type: none"> ● Experience: 2 years minimum, 5 years of experience preferred in commercial HVAC repair/installation. A State License in Electrical or Master Plumbing can be used in lieu of 2 years experience.
<ul style="list-style-type: none"> ● Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
<ul style="list-style-type: none"> ● Knowledge, Skills, & Abilities: Written and oral communication; computer skills; ability to correctly and safely operate all tools, test equipment, City vehicles and equipment; proficient in the installation and repair of all HVAC equipment as well as similar devices; leadership skills; high degree of electrical technical competence

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance
<ul style="list-style-type: none"> ● Inspects HVAC equipment at existing RCS facilities; develops requirements list of HVAC systems and components required for replacement under SPLOST
<ul style="list-style-type: none"> ● Develops projected costs for components, materials, tools, personnel, and/or equipment for all large HVAC maintenance or implementation projects
<ul style="list-style-type: none"> ● Inspects HVAC equipment at newly constructed RCS facilities; develops a punch-list of HVAC items that do not conform to the County Design Standards

<ul style="list-style-type: none"> ● Promotes good relations and displays a positive image with customers, the public and peers
<ul style="list-style-type: none"> ● Provides periodic 24 hours a day, seven days a week on-call support
<ul style="list-style-type: none"> ● Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner
<ul style="list-style-type: none"> ● Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests; returns any parts overages to inventory
<ul style="list-style-type: none"> ● Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage
<ul style="list-style-type: none"> ● Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade
<ul style="list-style-type: none"> ● Initiates and completes assigned projects in a timely and accurate manner
<ul style="list-style-type: none"> ● Reads blueprints, schematics and building plans
<ul style="list-style-type: none"> ● Recommends types of equipment and supplies for purchase
<ul style="list-style-type: none"> ● Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator
<ul style="list-style-type: none"> ● Performs other duties as assigned by appropriate administrator

Internal applicants may email Tim Williams at jtwilliams@rcs.rome.ga.us to notify him of your interest