

HEATING AND AIR CONDITIONING MECHANIC II

Job Description

Qualifications:

1. Must have a high school diploma, GED certificate or TASC completion certificate.
2. Meet the following qualifications:
 - a. Hold valid Section 608 EPA Technician Certification (universal)*; **AND**
 - b. **EITHER** 1) Successful completion of the WV Competency Test for Heating and Air Conditioning Mechanic II; **OR** 2) Hold valid certification as a HVAC Technician as issued by the WV Department of Labor*
3. Hold a valid driver's license.
4. Be physically and mentally alert.
5. Demonstrated ability to work well with people.
6. Demonstrated ability to read, write, compute, and communicate.

Immediate Supervisor: Supervisor of Maintenance

Duties and Responsibilities:

1. Maintain and upgrade job-related skills pertinent to the position.
2. Perform preventative maintenance and repairs to HVAC and refrigeration equipment owned by the school system.
3. Safely install, repair and maintain heating and air conditioning plants and related equipment which may include equipment utilizing high voltage.
4. Safely install, repair and maintain refrigeration devices such as freezers, refrigerators, ice makers, etc.
5. Perform duties efficiently and productively.
6. Maintain work space and assigned vehicle in a neat and orderly fashion.
7. Maintain positive work habits.
8. Perform other job related tasks assigned by the Supervisor of Maintenance or Assistant Superintendent.

*In the event that no applicants meet these qualifications, the Jackson County Board of Education may consider candidates willing and able to obtain WV Department of Labor and EPA certifications within two years of employment.

Revised: January 3, 2020