

MASON COUNTY SCHOOLS

Job Description:

POSITION: Heating and Air Conditioning

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT 261 days annually

SALARY: Pursuant to WV Code §18A-4-8a and §18-9E-5, in accordance with Mason County Salary Scale, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the maintenance director and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314

JOB SUMMARY: This position helps to maintain all aspects of the heating and ventilation and refrigeration systems in the county's physical facilities in a condition of operating excellence so that full educational use of facilities may be made at all times. This position is also responsible to insure compliance with Federal and State air quality regulations, School Building Authority rules, and Health Department requirements.

PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.

- Estimates cost of materials and labor in relation to jobs
- Operates and maintains the county temperature control system
- Diagnoses and corrects temperature control problems in pneumatic and electronic control systems
- Troubleshoots and repairs various refrigeration equipment and systems
- Troubleshoots and repairs various types of boilers, heating equipment and systems
- Completes preventive maintenance on heating and cooling equipment
- Maintains regular attendance

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required, HVAC license.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

"Heating and Air Conditioning" means a person employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment.

(Pursuant to WV Code § 18A-4-8)

- High school diploma or equivalent
- Demonstrated training in related performance responsibilities through completion of a HVAC training program through an accredited institution
- Must hold HVAC- Universal License Certification for refrigerant
- Demonstrates heating/ventilation and air condition recovery system protocol
- Possess and maintain a valid West Virginia driver's license
- Ability to write reports and complete work orders consistent with the duties of this position
- Ability to effectively present information and respond to questions from administrators, staff and general public
- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position
- Ability to interface effectively with other departments, school personnel, administrators, maintenance staff and business contractors and contacts outside the county
- Skills in refrigeration installation, maintenance and repair at journeyman level
- Knowledge of refrigeration tasks and test equipment
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described 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 perform the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use intricate repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

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. The work environment includes indoor as well as outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as roof tops, walkin freezers, and concrete floors or pads. The noise level in the work environment is moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.