



NEW:
07/01/2012

JOB TITLE:	HVAC GENERAL TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8346
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Services heating, ventilating and air conditioning systems for the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Maintains, repairs and rebuilds all types of heating, cooling, and domestic hot water pumps |
| Maintains, repairs and replaces all components of heating and air conditioning equipment |
| Maintains, repairs and replaces all forced air furnaces and unit heaters |
| Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units |
| Repairs, replaces and maintains exhaust fans and related ventilating equipment |
| Installs heating and air conditioning equipment |
| Replaces motors on unit ventilators, fan coils, and air handling equipment |
| Checks and maintains water heaters |
| Completes accurate work orders with respect to labor and material used |
| Performs other duties as assigned by the supervisor |

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.
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MINIMUM QUALIFICATIONS

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| High School Diploma or G.E.D. |
| Completed an apprenticeship or equivalent technical school training |
| Three (3) years experience in heating and air conditioning |
| Ability to read blueprints and electrical wiring diagrams |
| Complete and thorough understanding of the refrigeration cycle |
| Valid driver's license |
| Refrigeration handling certification |
| Valid Kentucky Journeyman HVAC Apprenticeship License |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

Industrial HVAC (boiler/chiller) experience

Valid Kentucky Journeyman HVAC Apprenticeship License

Knowledge of state and local heating codes