

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** HVAC

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

The HVAC department plays a vital role in ensuring that the district's Vision, Mission, and Goals are achieved. This position involves installing, maintaining, and repairing heating, ventilation, and air conditioning systems in various settings. Candidates must not be afraid of heights, as the job requires the use of ladders, and must wear steel-toe shoes for safety. Strong problem-solving skills and effective communication are essential for providing excellent service and collaborating with other team members. HVAC Supervisor.

### ESSENTIAL FUNCTION LEVELS

#### Apprentice I

Demonstrates aptitude or competence for assigned responsibilities.

Records work and leave time accurately and timely.

Records and turns in school district related purchases accurately and timely.

Must be able to lift heavy objects (50 lbs).

Demonstrates safe lifting and driving practices..

Ensures all assigned work meets current specifications of the supervisor.

Maintains an orderly and safe working environment.

Responsible for changing air filters for air quality control.

*Demonstrates basic aptitude and competency in learning and follows safety guidelines, including proper use of ladders and personal protective equipment.*

*Assists with routine maintenance tasks under the supervision of experienced personnel, developing foundational skills relevant to the trade.*

*Learns to use basic hand tools and equipment safely and effectively, following proper protocols and supervisor instructions.*

*Maintains a clean and organized workspace, ensuring tools, equipment, and materials are stored properly after use.*

*Helps requisition basic supplies and materials as directed, ensuring tasks can be completed efficiently.*

*Adheres to local and state safety protocols.*

*Operates ladders and simple tools under supervision, ensuring compliance with safety standards.*

*Follows instructions and completes tasks in a timely and accurate manner, demonstrating a willingness to learn and improve.*

*Communicates effectively with supervisors and team members, asking questions and seeking clarification when needed.*

*Assists with documentation and record-keeping related to maintenance tasks, service requests, or work orders as needed.*

*Performs other duties as assigned.*

## **Apprentice II**

Performs routine maintenance tasks.

Assists in troubleshooting HVAC issues.

Documents maintenance and service records, ensuring accurate reporting of tasks performed.

Responsible for changing air filters for air quality control.

Technical school recommended.

*Performs routine maintenance and repair tasks independently, with minimal supervision, demonstrating a growing mastery of the trade.*

*Uses hand tools and power tools proficiently and safely, following best practices and safety guidelines.*

*Assists in the installation, troubleshooting, and repair of more complex systems or equipment, building on foundational skills.*

*Requisitions supplies and materials as needed for tasks, ensuring availability and proper inventory management for efficient job completion.*

*Ensures workspace, tools, and equipment are maintained, cleaned, and organized, taking responsibility for the condition of assigned work areas.*

*Operates ladders, scaffolding, or other equipment to complete tasks at heights or in hard-to-reach areas, ensuring compliance with safety standards.*

*Adheres to safety regulations and protocols, including the proper use of personal protective equipment (PPE) such as steel-toe shoes, goggles, gloves, and harnesses when necessary.*

*Interacts with supervisors, co-workers, and occasionally clients or the public, demonstrating professionalism, effective communication, and problem-solving skills.*

*Follows job-specific instructions and completes tasks efficiently, with an increased ability to troubleshoot issues and make minor adjustments as needed.*

*Contributes to record-keeping and documentation, ensuring accurate reporting of tasks completed, materials used, and any issues encountered during work.*

*Performs other duties as assigned.*

## **Journeyman I**

Independently diagnose and repair HVAC systems.

Performs installations and retrofits, ensuring proper setup and adherence to safety regulations.

Provides training, sharing knowledge and best practices in HVAC maintenance and repair.

Safely operates trucks with attached trailers, including backing up and parking.

*Performs complex installation, repair, and maintenance tasks independently, demonstrating advanced proficiency in the trade.*

*Operates specialized tools and equipment effectively, ensuring all work is completed to industry standards and safety regulations.*

*Troubleshoots and diagnoses issues with equipment, systems, or structures, providing effective solutions and repairs with minimal supervision.*

*Requisitions supplies and materials efficiently, managing inventory and ensuring the timely completion of projects.*

*Supervises and trains, providing guidance, instruction, and support to develop their skills and knowledge.*

*Ensures all work areas are clean, organized, and safe, maintaining responsibility for job site conditions and proper tool usage.*

*Adheres strictly to safety regulations, taking the lead in ensuring compliance with personal protective equipment (PPE) requirements and other safety protocols.*

*Collaborates with co-workers, supervisors, acting as a point of contact for project updates and issue resolution.*

*Completes tasks efficiently and accurately, with an emphasis on quality control and adherence to project deadlines.*

*Documents and reports work progress, keeping detailed records of repairs, installations, materials used, and any issues encountered.*

*Performs other duties as assigned.*

## **Journeyman II**

Manages installations and repairs while coordinating trades as necessary.

Mentors, fostering skill development and ensuring adherence to best practices.

EPA Certified on Freon.

*Leads complex installation, repair, and maintenance projects, demonstrating expert knowledge and ability to handle the most challenging tasks.*

*Utilizes advanced diagnostic tools and techniques to troubleshoot intricate system or equipment issues, providing long-term solutions.*

*Manages supply requisitioning and inventory for larger projects, ensuring materials are used efficiently and minimizing waste.*

*Mentors and trains both apprentices and Journeyman I personnel, overseeing their work and ensuring adherence to industry standards and best practices.*

*Leads safety initiatives on job sites, ensuring that all team members follow safety protocols and proper use of PPE.*

*Provides expert-level advice and recommendations to supervisors, clients, or facility administrators regarding repairs, replacements, and improvements.*

*Operates and maintains advanced equipment such as lifts, scaffolding, or other specialized machinery, ensuring compliance with safety and operational standards.*

*Oversees project completion, ensuring all work is done accurately, efficiently, and according to established timelines and quality expectations.*

*Coordinates with project managers, supervisors, and other stakeholders, providing detailed reports and updates on project status.*

*Maintains comprehensive records, documenting work performed, materials used, and any issues or adjustments made during the project.*

*Oversees the preparation and submission of purchase orders, ensuring that all necessary materials and supplies are procured efficiently and within budget.*

*Manages vendor relationships and procurement compliance, ensuring that all purchases meet organizational standards, regulations, and budgetary requirements.*

*Performs other duties as assigned.*

## **Master**

*Develops and implements training opportunities to promote continual learning and professional development.*

*Conducts assessments of the HVAC operations, identifying areas for improvement and implementing effective strategies.*

*Manages and provides advice and clear communication regarding HVAC solutions and services.*

*Leads and oversees all aspects of installation, maintenance, and repair projects, ensuring the highest standards of quality and safety are met.*

*Provides expert-level troubleshooting and problem-solving, diagnosing and resolving the most complex system or equipment issues efficiently and effectively.*

*Designs, plans, and implements advanced systems and projects, creating custom solutions tailored to specific needs and site requirements.*

*Manages requisitioning and budgeting for materials and supplies, ensuring cost-effective use of resources and preventing shortages or delays.*

*Trains and mentors, fostering skill development and ensuring adherence to best practices and safety standards.*

*Conducts comprehensive safety reviews and audits, ensuring that all safety protocols, regulations, and PPE requirements are strictly followed by the team.*

*Leads communication with supervisors, clients, and facility administrators, providing expert advice, updates, and recommendations on project planning, system upgrades, and repairs.*

*Maintains overall responsibility for project timelines, quality control, and the successful completion of tasks, ensuring that all work is completed within scope and budget.*

*Oversees the use and maintenance of all specialized tools and equipment, ensuring they are in optimal working condition and used safely by all team members.*

*Documents and maintains detailed records of all work performed, including project plans, material usage, and safety compliance, providing comprehensive reports to supervisors or stakeholders.*

*Leads procurement process, from creating purchase orders to negotiating contracts, ensuring that all materials are sourced cost-effectively and delivered on time for all ongoing projects.*

*Performs other duties as assigned.*

## **JOB SPECIFICATIONS**

### **Education and Experience:**

High school diploma or GED.

### **Knowledge:**

Knowledge of the policies, procedures and activities of the organization as they pertain to the specific duties of the job. Knowledge of the practices, methods, materials, tools, equipment and supplies used within grounds and building maintenance activities. Knowledge of the occupational and safety precautions of the trade. Knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion. Knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.

### **Skills/Effort:**

Ability to read and write, and to follow oral and written instructions. Ability to perform manual work requiring some physical strength and agility. Ability to work well with supervisor, co-workers and the general public. Skill in performing general maintenance incidental to regular duties and/or area of assignment.

### **Working Conditions:**

Work is conducted both indoors and outdoors with occasional exposure to discomforting environmental conditions such as heat, cold, humidity, noise, electrical hazards, dusts and wetness. Frequent contact with strong cleaning agents. Moderately heavy physical exertion is frequently required to lift and/or move objects weighing up to 50 pounds. No travel is required. Smoke free district

### **Responsibility:**

No budgetary or supervisory responsibility. Must have a valid SC driver's license. May be required to work overtime and disaster recovery assignments.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_