

FAYETTE COUNTY PUBLIC SCHOOLS

HVAC Assistant Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Facilities Services Department	FLSA STATUS:	Non-Exempt
REPORTS TO:	Lead HVAC Technician	WORK CALENDAR:	240 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	November 2004
PAY GRADE:	3580	REVISED:	September 2023; September 2022; February 2018

SUMMARY: Operates, maintains, and repairs heating, ventilation, air conditioning (HVAC) equipment

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Assist HVAC technicians in making repairs or replacing components on all heating, air conditioning, ventilating and refrigeration equipment in school system owned facilities
3. Assist in the installation of new heating, air conditioning, ventilation systems, refrigeration equipment and controls
4. Assist HVAC technicians with preventative maintenance of HVAC systems and components
5. Assist other technicians and sub-contractors as needed
6. Maintain all tools related to the position
7. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Ability to follow oral and written directions

Hold a valid Georgia motor vehicle operator's license

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to Exert up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds of force constantly to move objects. Frequent standing, walking, bending, lifting, stooping, kneeling, crouching and climbing ladders. Ability to extend hands and arms in any direction; push and pull objects; execute substantial movements/motions of the wrists, hands and/or fingers; use of all senses; travel from site to site within the county and tolerate a work environment which includes extreme temperatures. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

One year of heating, ventilation, and air condition work experience

REQUIRED DUTIES & RESPONSIBILITIES:

Employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. Employee will adhere to

the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.