



EMPLOYEE NAME: _____

Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;
3/93; 5/93; 11/94; 2/97; 4/04; 4/08; 3/10; 10/12; 12/14; 6/18

JOB DESCRIPTION

POSITION TITLE: HVAC Master Technician, Foreman	JOB CODE: 456A
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORK DAYS: 258
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank A(NW01) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Provides support to Maintenance Supervisor by providing leadership and job oversight in the daily operations of assigned HVAC maintenance staff.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver’s license; Georgia unrestricted HVAC license or NATE (North American Technician Excellence) Service Technician Certificate. NATE certification must include the following certification modules: Core Service, Air Conditioning Service, Air Distribution Service, Air to Air Heat Pump, and Gas Heating Service.
3.	Experience: 5 years of experience in commercial HVAC repair/installation; also supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: : Written and oral communication; computer skills; ability to correctly and safely operate all tools, test equipment, County vehicles and equipment; advanced knowledge of electro-mechanical competence; proficient in all areas of commercial system HVAC installation and maintenance; leadership and organizational skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to HVAC staff; generates and schedules all HVAC maintenance activities; tracks assigned work to ensure it is completed in a timely and accurate manner.
3.	Provides feedback to Maintenance Supervisor in the event of personnel or job performance issues.
4.	Inspects HVAC equipment at existing CCSD facilities; develops requirements list of HVAC systems and components required for replacement under SPLOST.
5.	Develops projected costs for components, materials, tools, personnel, and/or equipment for all large HVAC maintenance or implementation projects.
6.	Inspects HVAC equipment at newly constructed CCSD facilities; develops a punch-list of HVAC items that do not conform to the County Design Standards.
7.	Promotes good relations and displays a positive image with customers, the public and peers.
8.	Provides periodic 24 hours a day, seven days a week on-call support.
9.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
10.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.

11.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
12.	Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
13.	Initiates and completes assigned projects in a timely and accurate manner.
14.	Reads blue prints, schematics and building plans.
15.	Recommends types of equipment and supplies for purchase.
16.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____