



Job Title: HVAC Controls Technician

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 24

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform skilled work of average to considerable difficulty in the design, installation, maintenance, and repair of pneumatic, electro-mechanical, and electronic control systems used to control air and water flow in air-conditioning, refrigeration, heating, and ventilating systems.

ESSENTIAL JOB FUNCTIONS

- Designs, installs, repairs, and calibrates pneumatic, electric, and electronic HVAC control systems.
- Designs and constructs control panels.
- Tests and balances air and water distribution systems.
- Inspects and tests HVAC systems to determine corrective measures necessary to return to design capabilities/specifications.
- Inspects and tests "as built" designs to determine modifications needed to correct performance parameters.
- Investigates and determines sources of air contaminants and monitors CO2 levels.
- Calibrates and tests CO2 detectors.
- Provides technical assistance to other HVAC personnel.
- Monitors and reviews work performed by outside contractors.
- Purchases tools, equipment, and supplies.
- Maintains records and prepares complex technical reports.
- Performs duties according to acquired skills and knowledge in HVAC.
- Troubleshoots communication buses to ensure the District is conserving energy.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent, supplemented with some college-level coursework.
- Five (5) years of progressively responsible experience in the installation, maintenance, and repair of HVAC control systems and components.

- Additional technical or vocational training in HVAC control system calibration, maintenance, repair, and theory is preferred.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to use power and hand tools.
- Requires the ability to use electric, electronic, and pneumatic testing equipment.
- Requires the ability to inspect, test, and observe HVAC systems in operation, diagnose problems in control system, and prescribe proper corrective action.
- Requires the ability to understand and follow complex oral and written instructions.
- Requires the ability to read and understand complex manuals, schematic diagrams, blueprints, and wiring diagrams.
- Requires the ability to perform algebraic and mathematical calculations.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms, is frequently required to stoop, kneel, crouch, or crawl, climb or balance, and is occasionally required to lift and/or move up to 100 pounds.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: