ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

TECHNICIAN -- HARV

JOB DESCRIPTION

JOB CODE:	810240	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Non-Exempt	**PAY GRADE:**	26
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

(1) High School Diploma or GED.
(2) Minimum of five (5) years successful experience at the skilled journeyman level in heating, refrigerator, ventilator, and air conditioning equipment installation, maintenance and repair.
(3) Journeyman license or proven competency.
(4) EPA certification for reclaiming/recycling refrigerants.
(5) Valid Florida Driver's License.
(6) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools and materials of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to read and interpret blueprints, wiring diagrams, specifications, and operating manuals. Ability to supervise and direct the work of others. Ability to perform cross-over work in several trade areas. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Foreman -- Maintenance

JOB GOAL

To complete installation, maintenance, and repair of heating, refrigeration, ventilation, and air conditioning equipment safely and efficiently at the skilled journeyman level.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Repair and maintain all air conditioning, HVAC and food service equipment, component parts, and subassemblies.
*(2) Repair and maintain refrigeration equipment to include coolers and freezers.
*(3) Utilize and maintain proper tools and equipment required to complete work assignments.
*(4) Direct the work of other workers as assigned.
*(5) Read blueprints, factory details and circuitry schematics related to the accomplishment of daily assignments.

TECHNICIAN -- HARV (Continued)

*(6) Assist in placing orders and bids, if needed, for parts and materials.
*(7) Assist in maintaining an inventory of parts and materials as needed.
*(8) Assist other maintenance personnel with tasks as needed or directed.
*(9) Provide emergency repair service as needed.
*(10) Assist in developing and maintaining a preventive maintenance program.
*(11) Participate in casualty prevention tests and inspections as required.
*(12) Maintain daily vehicle logs.
*(13) Serve on school/district committees as required or appropriate.
*(14) Adhere to applicable safety standards.
*(15) Attend all staff meetings and workshops.
*(16) Assist with maintaining a clean and orderly environment.
*(17) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(18) Communicate effectively with the public, staff members, students, parents, supervisors, administrators and other contact persons using tact and good judgment.
*(19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(20) Demonstrate initiative in the performance of assigned responsibilities.
*(21) Demonstrate support for the school district and its goals and priorities.
*(22) Exhibit interpersonal skills to work as an effective team member.
*(23) Follow attendance, punctuality and proper dress rules.
*(24) Maintain confidentiality regarding school/workplace matters.
*(25) Maintain expertise in assigned area.
*(26) Manage time efficiently.
*(27) Model and maintain high ethical standards.
*(28) Participate in cross-training activities as required.
*(29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(30) Prepare all required reports and maintain updated and accurate records.
*(31) Represent the District in a positive and professional manner.
*(32) Respond to inquiries and concerns in a timely manner.
(33) Perform other duties as assigned.
*(34) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted 8/2/11