

**GULFPORT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Climate Control (HVAC) and Refrigeration Technician Board Approved July 2, 2012

**QUALIFICATIONS:**

1. Sufficient education/training in the installation, operations and repair of heating, air conditioning and refrigeration systems
2. 608 Universal Certification (Documentation required)
3. HVAC license is preferred
4. Five (5) years of successful HVAC experience preferred (documentation of experience required)
5. Working knowledge of electrical, plumbing and sheet metal trades as they relate to installing, repairing/servicing HVAC and Refrigeration equipment
6. Working knowledge of high/low voltage electricity and its applications
7. Ability to diagnose/troubleshoot and repair various types of HVAC and Refrigeration systems including, but not limited to: Water Source Heat Pumps, Chillers, Boilers, Conventional Split Systems, Mini Split Systems, Package Units and Cooler and Freezer units
8. Ability to estimate repair costs with detailed description on parts
9. Ability to communicate both verbally and in writing
10. Possess skills to develop interpersonal relationships with customers, peers and administrative personnel
11. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Chief Operations Officer

**JOB GOAL:**

To provide safe, competent, reliable and efficient customer service that fosters an environment conducive to learning

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Maintain and repair all HVAC equipment
2. Perform preventative maintenance on all HVAC and Refrigeration systems
3. Clean units and change filters on 30-day schedule (minimum requirement)
4. Oil and grease motors, pumps and air handling equipment
5. Check, adjust, and/or replace belts on HVAC equipment
6. Housekeeping of all areas around HVAC systems, chillers, boilers and air handlers
7. Maintain and repair all refrigerators, ice machines, walk-in coolers and freezers
8. Install, assemble and repair pumps, condensers, motors and other refrigerating equipment
9. Check, evaluate and charge refrigerant as needed
10. Maintain and perform preventative maintenance on chillers and boilers
11. Repair/replace and calibrate HVAC and Refrigeration components as needed
12. Ensure all work, repairs and installations meet or exceed local, state and federal codes
13. Perform other duties as assigned by immediate supervisor and/or the superintendent or his/her designee

## 2 – Climate Control (HVAC) and Refrigeration Technician

### **TERMS OF EMPLOYMENT:**

Twelve (12) months, 260 days

### **EVALUATION:**

Performance of this position will be evaluated annually in accordance with the evaluation procedures for classified employees.