



Pickens County Schools

Job Descriptions

LEAD HVAC PREVENTATIVE MAINT

Title/Position: Lead HVAC Preventative Maintenance/General Maintenance

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 260 Days, 8 hours/day

Salary: Classified Salary Schedule Grade I (Starting pay \$21.00/hour)

Reports to: Chief of Operations

Qualifications:

1. High School diploma or GED required
2. Must be state licensed in heating and air OR have five years commercial/school experience
3. Must have valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Willing to answer emergency calls at all hours, including off hours
- Collaborate with administrators to establish school HVAC needs
- Establish and recommend priorities for repair projects and preventative maintenance for HVAC systems in the district.
- Review, develop and implement cost effective operational procedures
- Research items to be purchased for HVAC supplies, parts, accessories, etc.
- Maintain proper records of preventive maintenance, schedules, job completions, and tool and equipment inventories
- Operate Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle
- Participate in training programs to increase skills and proficiency related to job.
- Review current developments, literature, and technical source information related to job
- Be able to lift at least 50 pounds.
- Ensure adherence to good safety procedures
- Follow federal and state laws, as well as Board policies
- All other duties deemed necessary.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.