

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HARV TECHNICIAN

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must pass a written test, and a hands-on test scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).
- (3) Must be willing and able to work night shift and/or weekends as assigned.
- (4) **EDUCATION and/or EXPERIENCE:** Successful completion of a minimum of 2 years in HARV schooling and 5 years experience or a total of 7 years verifiable experience.
- (1) **CERTIFICATES, LICENSES, REGISTRATIONS:** Possess a valid State of Florida Driver's License.
- (5) Possess or obtain within three months after being employed, at the employee's expense, certification in Refrigerant Transition & Recovery Type II, III, IV.
- (6) Ability to work from blueprints and materials lists.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate federal, state and local codes and regulations related to assignments. Ability to work from blueprints and materials lists. Ability to use all trade associated tools and equipment. Ability to analyze problems and effect repairs in a safe and timely manner. Possess all necessary hand tools required. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of safe operational practices and procedures.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To provide the skills necessary to install, maintain and repair HVAC/Refrigeration systems for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, repair, adjust and maintain all HVAC / Refrigeration equipment.
- * (2) Diagnose HVAC / Refrigeration problems and repair in a safe, efficient and timely manner.
- * (3) Evaluate repairs and identify materials and parts needed to complete projects.
- * (4) Maintain accurate records of all maintenance and repair work completed.
- * (5) Instruct users in the proper application and care of HVAC / Refrigeration equipment.
- * (6) Develop and maintain accurate department inventory requirements.
- * (7) Establish and maintain a preventive maintenance program for HVAC / Refrigeration equipment.
- * (8) Prepare all required reports and maintain all appropriate records.
- * (9) Exhibit support for the District's vision, mission, goals and priorities.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.

HARV TECHNICIAN (Continued)

- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality and proper dress rules.
- *(14) Maintain confidentiality regarding school matters.
- *(15) Maintain positive relationships with staff and vendors.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff and vendors.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Follow all School board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities