

Ware County School System
Job Description
Classified Personnel

Site: Ware County Board of Education Central Office

Position Title: Refrigeration/Electrical

Reports To: Director of Maintenance

Work Year: 12 Months

FLSA Status: Exempt Non-Exempt

Primary Function: Will be responsible for all repairs and maintenance of all heating, ventilation, air conditioning, and energy management systems at all buildings with in the school system. Will be responsible for the installation of new HVAC. Will be responsible for maintaining, repairing, or replacing all equipment in the kitchens.

Qualifications: Five (5) years experience in the Refrigeration/Electrical field.

Educational Level: High School Diploma or GED certificate; technical training desirable.

Certification/Licensing: Valid Ga. Drivers License

Proficiency Skills: Ability to organize. Must have written and oral communication and basic math skills. Must have a good working knowledge of: Refrigeration; Electrical; A/C Electricity; D/C Electricity; Audio, Video Equipment; Heating Equipment; Air Conditioning Equipment; Kitchen Equipment; Security Alarms; Must be able to read and interpret blue prints; Must have a good understanding of the State Life Safety Codes; Must be able to learn and operate and repair as needed the Honeywell energy management system used by the WCBOE.

Personal Skills: Must be able to fill the role of supervisor when needed
Must have a pleasant personality, and be able to communicate with fellow workers, principals, teachers and students.

Physical Skills: Must be able to communicate with vendors that call on the school.
Know how to create a preventive maintenance program, and maintain it.

Physical Skills: Must be able to lift a minimum of 100 lbs.
Must be able to work safely in bad weather.

Must be able to work long hours daily and on the weekends as needed.

Essential Duties:

1. Maintains a pattern of prompt and regular attendance.
Work hours are scheduled as 7:30 A.M. to 4:30 P.M. Monday through Friday; on call 24 hours per day, seven days per week, with immediate access by communications equipment provided by the WCBOE.
2. Demonstrates appropriate communication skills as applicable for the job. Maintains accurate records of all preventive maintenance performed.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials. Adheres to chain of command.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Must be able to work long hours when necessary.
15. Must be able to interpret construction drawings, sketches, diagrams and specifications to properly install or modify electrical wiring and equipment to comply with codes and statutes.
16. Install electrical conduit, wire mold, conduit trays and duct banks; pull wire through installed conduits.
17. Connect motors, fixtures, controls, sound, and refrigeration equipment.
18. Perform work in specialized electrical areas such as fire and emergency alarms, elevators, public address systems, automated sprinkler controls, intercoms, and school bell control apparatus.
19. Must maintain tools and equipment in good working order.
20. Must assist in the inspections of the school facilities.
21. Must help to keep working area clean at all times
22. Must be able to clean up after the work is completed.

23. This position maintains all of the HVAC equipment in the schools, and in the kitchens. Must be able to help eliminate any problems resulting from equipment not working. Must have a good knowledge of Audio/Video equipment.
24. Enhances the climate of the building and the morale of colleagues.
25. Performs preventive maintenance on all compressors, cooling towers, boilers, etc., for all buildings owned by the school system.
26. Repairs all light fixtures, switches, and electrical receptacles inside and outside of all buildings.
27. Maintains all smoke detectors, fire alarms, emergency lighting, and EXIT lights in all buildings.
28. Maintains all systems clocks, and bell schedules, and Intercom systems in all schools
29. Installs new wiring, and maintains all old wiring on all properties belonging to the school system
30. Perform other duties as assigned by the Director of Maintenance

Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name

Date

Signature of Employee

Print Supervisor/Principal Name

Date

Signature of Supervisor/Principal