

Heat/AC Technician Job Description

Position Title:

Heat/AC Technician

Location:

Central office

Evaluated by:

Transportation & Maintenance Supervisor, Superintendent

Duties and Responsibilities:

1. Be cordial to all employees.
2. Attend professional development as appropriate.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Read and follow Richland Parish's *Policies & Procedures*.
5. Complete and submit required reports within specified time limits.
6. Submit job cost estimates.
7. Practice safe job practices.
8. Dress appropriately.
9. Maintain and repair Richland Parish School System's heating and air units.
10. Conduct only tasks that are identified on Richland Parish School Board work orders or those identified by Transportation & Maintenance Manager.
11. Conduct any other duties for the efficient running of the Richland Parish School System.

Qualifications:

- High school diploma, GED/HiSET or satisfactory score on the California Achievement Test
- Commercial Driver's License (required within 6 months)
- Maintain appropriate license/skills to conduct job responsibilities.

Terms of Employment:

12 months

Heat/AC Technician

Date

Superintendent

Date