

## Heat/AC Technician Job Description

**Position Title:**

Heat/AC Technician Job Description

**Location:**

Central Office

**Evaluated by:**

Transportation & Maintenance Manager, 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 *Policy & Procedures* (available in Transportation Manager's office).
5. Complete and submit required reports within specified time lines.
6. Dress appropriately (closed heeled shoes/no revealing clothing).
7. Maintain and repair Richland Parish School System's heating and air units.
8. Maintain and repair Richland Parish School System's plumbing system.
9. Conduct only tasks that are identified on Richland Parish School Board work orders.
10. Conduct any other duties for the efficient running of the Richland Parish School System.

**Qualifications:**

- Satisfactory score on California Achievement Test
- Minimum age 20 years
- Criminal record check upon employment
- Hold appropriate license/skills to conduct job responsibilities

**Terms of Employment:**

12 months

\_\_\_\_\_  
Heat/AC Technician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Principal

Date