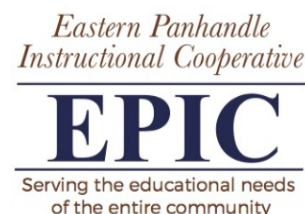


## Notice of Job Vacancy #19-038R2

**Posting Date:** January 4, 2019  
**Position title:** 1 HVAC Technician  
**Department:** Facilities  
**Reports To:** Director of Support Services, Mineral County Schools

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**TERMS OF EMPLOYMENT:** 261 days

**SALARY:** Salary based on EPIC Professional Scale

**SUMMARY:** Responsible for the safe operating condition of the HVAC equipment in the facilities owned or operated by the Mineral County Board of Education (all locations)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains and repairs heating, ventilation, air conditioning, and associated control systems.
- Establishes and follows preventive maintenance procedures for HVAC systems in the district's facilities.
- Recommends supplies and equipment for purchase and maintains an inventory of spare parts, tools, equipment, and supplies. Compare prices and order parts from approved MCS vendors.
- Work closely with Energy Consultant/Control Vendors to effectively resolve control problems.
- Contact Control Vendors to be walked through step by step resolution of issues.
- Be well versed in all equipment types, makes, and models.
- Work in conjunction with MCS's Facilities Department to ensure successful completion of needed repairs and upgrades.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); 2 year vocational degree preferred. Minimum of 5 years of experience in commercial building HVAC service.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Journeyman HVAC technician

Federal Universal Refrigerant Certification

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and the Mineral County Board of Education policies.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above head and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as HVAC parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works near moving mechanical machinery and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gas fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

**EVALUTION:** Job performance is evaluation in accordance to district guidelines by the district supervisor.

**CONDITIONS OF EMPLOYMENT:** Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

**APPLICATION PROCESS:**

A completed application may be submitted 1 of the following ways:

1. Hard copy application includes: EPIC application, resume, and three letters of reference. The application can be found on our website at [www.epicresa8.org](http://www.epicresa8.org) or you can pick one up at our office. Submit the application to Shannon Johnson, HR Director, 109 S. College Street, Martinsburg, WV 25401.
2. A copy of the EPIC application, resume, and 3 letters of reference can be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application, 3 letters of reference, and resume can be faxed to 304-267-3599 Attention: HR.
4. Online application can be made via Search Soft. A Search Soft application must include the general Search Soft application, a resume attachment and three references. To access Search Soft, go to [https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**This position will remain open until filled.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*