



Employment Opportunity  
Butler County Educational Service Center  
September 29, 2023

POSITION: HVAC & Refrigeration Technician – Fairfield City School District

GENERAL DESCRIPTION: Under the direction of the Director or designee, this employee performs preventative maintenance on all types of HVAC equipment throughout the District.

QUALIFICATIONS:

- Must be at least twenty-one (21) years of age.
- Must possess a minimum of a high school diploma or equivalent.
- Must possess a valid driver's license and have a clean driving record.
- Must have demonstrated knowledge of HVAC and experience in installation, maintenance and troubleshooting and correcting diverse HVAC service issues.
- Shall have at least five (5) to seven (7) years' related experience; preferred but not required.
- Good critical thinking skills and attention to detail, with the ability to read and interpret blueprints, plans and manuals. Must have the ability to collaborate and work cooperatively in a team environment.
- Must have the physical ability to perform all essential functions of the position.
- Must have the ability to lift fifty (50) to seventy-five (75) lbs. on a routine and ongoing basis.
- Satisfactory BCI and FBI background checks. Must be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Provide polite and professional customer support.
- Perform preventative maintenance on all types of HVAC equipment.
- Install, maintain and repair heating, ventilation, and cooling units.
- Travel to job sites and work with dispatch to ensure schedule is maintained and delays are properly communicated to the customer.
- Diagnose a variety of service issues, obtain replacement parts, and calibrate system to Manufacturer's recommendations.
- Complete record keeping in accordance with standards agreed upon with district.
- Able to work nights or weekends as needed for emergencies.

- Attend meetings, and willingness to travel off-site for meetings, seminars and workshops.
- Adheres to federal, state, and local guidelines, Board policies and procedures.
- Performs other duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

#### EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible

SALARY: \$55,000 - \$65,000 commensurate with education and experience

BENEFITS: Excellent benefits for all full time employees

WORK YEAR: Full-time – 236 days

DEADLINE: Until filled

APPLY TO: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.