

**--- Internal Postings ---**  
**Openings as of 7/10/2025**

**HVAC**

JobID: 3361

**Position Type:**

Maintenance/Custodial/HVAC

[Email To A Friend](#)[Print Version](#)**Date Posted:**

7/1/2025

**Location:**

Coweta County Schools Operations Center

**Date Available:**

2025-2026

**Closing Date:**

Until Filled

**RESPONSIBLE TO:** Director of Maintenance**QUALIFICATIONS:**

Graduation from a high school, vocational school or any equivalent combination of training and experiences desired.

EPA Certification in reclamation and recovery of refrigerant is required.

Licensed heating/air/refrigeration is preferred.

**Experience:** Evaluated on an individual basis.**Skills Required:**

Knowledge of procedures, practices, tools and equipment. Skills in troubleshooting malfunctions of equipment. Knowledge of hazards and safety precautions. Ability to plan work and coordinate same with other trades.

**PRIMARY FUNCTION:**

Perform the tasks of this trade at the direction of the Director of Maintenance.

**MAJOR RESPONSIBILITIES:**

1. Troubleshoot, maintain, repair and operate all electrically driven equipment.
2. Perform limited oxyacetylene welding in the replacement of compressors.
3. Perform skilled work in the installation, maintenance and repair of air conditioners, heaters, heat pumps, boilers and electrical work necessary to run mechanical

equipment.

4. **Perform preventative maintenance on equipment such as oiling, greasing, cleaning coils and changing filters.**
5. **Purchase necessary parts for repairs.**
6. **Maintain in a serviceable condition, tools and equipment necessary to perform assigned tasks.**
7. **Hold a valid Georgia drivers permit and maintain in a good, clean, serviceable condition a county owned vehicle with tools to perform assigned tasks.**
8. **Maintain and display boiler permits as required.**
9. **Operate computer at operations center that controls the DDC program.**
10. **Operate laptop computer to troubleshoot HVAC systems controlled by the DDC**
11. **Perform such additional responsibilities as may be assigned by the Director of Maintenance.**

**The Coweta County Board of Education reserves the right to accept equivalent qualifications as the Board may deem appropriate and acceptable.**

**The Coweta County School System does not discriminate on the basis of age, sex, race, color, national origin, or disability in its educational programs, activities, or employment practices.**

FMLA regulations require all employers to post the [updated FMLA notice](#).

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