



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: HVAC/Maintenance Technician (Full-time)

Job Code: 30518

Campus Location: Augusta Campus

Salary: \$52,105.98 - 53,919.96; commensurate with education and work experience.

JOB SUMMARY

The HVAC Technician is responsible for maintaining, installation, and troubleshooting a variety of systems from air cooled to water source equipment (which incorporates pumps, piping, cooling towers, and boilers).

MAJOR DUTIES

- Must have working knowledge of hot water and chilled water systems, AHUs, and VAVs.
- Must be able to work on refrigeration equipment.
- Have working knowledge of DDC controls.
- Be proficient in 480/277-volt three phase, 120/208 three phase, and 480/277-volt single phase power.
- Have working knowledge of hand tools, meters, gauges, reclaim, and evac equipment.
- Must have knowledge of current mechanical codes.
- Blue print reading is required.
- Must have and maintain a valid driver's license.
- Study existing practices and procedures to determine methods of improving installation, repair and maintenance work.
- Assist in the work of the crew as special skills and abilities are needed.
- Make inspections to assure safe working conditions and procedures and instruct workers in safety procedures.

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- Maintain safety inspection records to reflect proper working conditions for equipment.
- Assist Maintenance Supervisor and Facilities Director in the development of long-range facility goals.
- Follow attendance, punctuality and proper dress rules.
- Ensure adherence to good safety standards.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high ethical standards.
- Demonstrate initiative in the performance of assigned responsibilities.
- Maintain expertise in assigned area.
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- Keep supervisor informed of potential problems or unusual events.
- Exhibit interpersonal skills as an effective team member.
- Demonstrate support for the school system and its goals and priorities.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Prepare all required reports and maintain all appropriate records.
- May be required to work beyond the 40-hour work week.
- Perform other tasks consistent with the goals and objectives of this position.

COMPETENCIES

Knowledge of methods, procedures, and skills of crafts and trades. Knowledge of various types of public works projects. Knowledge of effective supervisory techniques. Knowledge of the use and capabilities of public works equipment and machinery. Knowledge of safety rules and safe operating procedures. Ability to plan, assign, and supervise the work of crews engaged in a variety of work. Ability to understand, interpret, and carry out written and oral instructions effectively, accompanied by construction plans or simple blueprints. Ability to keep records and make reports. Physical strength and agility to work out-of-doors, occasionally under adverse weather conditions and long hours. Knowledge of the applicable building and electrical codes.

MINIMUM QUALIFICATIONS

- A degree in HVAC Technology from an approved technical college or have an approved apprenticeship training.
- A universal certification in refrigerant transition and recovery.
- Two years as an apprentice/helper in the HVAC field and two years as a technician.
- Must meet background clearance requirements as specified by Statutes and State Board of Education regulations.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

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Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.