

## District Position Description



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**Position Title: HVAC Mechanic**

**Department: Maintenance**

**Reports To: Foreman**

**FLSA Status: Non-Exempt**

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### **SUMMARY:**

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains all safety and code requirements of the State, local and Board of Education guidelines.
- Repairs and maintains all types of air conditioning and refrigeration units.
- Repairs and maintains gas, hot water, steam and oil boilers and hot air furnace. Rebuilds/replaces any type of equipment as required.
- Repairs and maintains air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment.
- Monitors and coordinates control panels and EMS systems on all systems to maintain standard working temperature.
- Performs regular preventive maintenance and boiler water treatment programs for all heating and air conditioning equipment.
- Install and tests new equipment.
- Required to be on 24 hour call.
- Accurately orders and accounts for material and labor relation to assignments.
- Completes all assigned routine and planned maintenance within a reasonable time period.
- Communicates with Foreman on a scheduled basis to discuss current and anticipated workload.
- Performs other duties as may be assigned by the Supervisor.

## **JOB SPECIFICATIONS**

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED), Two years HVAC experience and a thorough knowledge of HVAC equipment or refrigeration equipment. Ability to work in a constructive mode.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Registered EPA license to handle Freon.

Valid driver's license with good driving record.

### **SUPERVISORY SKILLS:**

Not applicable

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, control drawings, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Application of percentages, ratios, area, circumference, volume and proportions to practical situations is required.

**REASONING ABILITY:**

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.

**OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to pass a district written and physical test. Ability to work independently, with limited supervision. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

**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.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. The employee will occasionally lift and/or move up to 90 lbs. such as motors and compressors.

While performing the duties of this job, the employee must frequently stand, walk, sit, squat, stoop or kneel, talk, listen; use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close 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 indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

**TERMS OF EMPLOYMENT:**

12 months

Support Worker V Salary Schedule

*The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.*

**EVALUATION:**

Performance of this job evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) 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.*

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