

Heating, Ventilation, Air-Conditioning (HVAC) Mechanic II
New Hanover County Schools

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Heating, Ventilation, Air-Conditioning (HVAC) Mechanic II

- QUALIFICATIONS:**
1. High school degree or equivalent.
 2. Four years' experience in the installation, maintenance, and repair of heating, ventilation and air-conditioning systems with a strong emphasis on hydronic and steam boilers as well as centrifugal chillers is preferred.
 3. Valid North Carolina H3 and H2 HVAC licenses preferred or a valid North Carolina HVAC Technician Certificate required.
 4. Environmental Protection Agency (CFC) certification required.
 5. Valid North Carolina driver's license.

REPORTS TO: HVAC Foreman

JOB GOAL: To install, modify, or repair heating, ventilation, and air conditioning systems, and review the heating and cooling requirements in order to make recommendations to achieve optimum system effectiveness and efficiency.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues and as required by Maintenance Operations.
2. Troubleshoot and repair complex chillers, boilers, four-pipe systems, and control problems; determine parts needed and work procedures.
3. Analyze HVAC system requirements; recommend new systems or modifications.
4. Research new equipment or procedures for possible adoption and use.
5. Read blueprints and diagrams.

6. Responsible for completing all data where applicable for closing work orders daily.
7. Follow a predetermined schedule of preventative maintenance; make recommendations regarding the HVAC equipment.
8. Replace air filters on an assigned schedule as directed by the HVAC Foreman or Director of Maintenance Operations.
9. Set heating, air-conditioning, ventilation, and environmental control equipment into place.
10. Wire controls and other related electrical equipment.
11. Willing to be on-call in case of emergency.
12. Perform related duties and responsibilities as requested by the Foreman or Director of Maintenance Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of heating, ventilation and refrigeration theory.
- Demonstrate considerable functional knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment.
- Demonstrate considerable functional knowledge of the operation of centrifugal and reciprocal compressors.
- Demonstrate functional knowledge of electricity.
- Demonstrate basic knowledge of the operation of DDC control systems.
- Ability to diagnose equipment malfunctions and prescribe repair procedures.
- Ability to follow broad written or verbal instructions.
- Ability to follow blueprints and diagrams.
- Ability to analyze building heating and air-conditioning requirements and recommend systems or modifications, including boilers and four-pipe systems.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.