

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

Job Description

Class: Classified

Dept: Maintenance Operations

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

QUALIFICATIONS:

1. High School degree or equivalent.
2. Four years' experience in the installation, maintenance, and repair of ventilation, air-conditioning, and environmental control systems preferred.
3. Valid HVAC Journeyman's card and Environmental Protection Agency certification.
4. Valid North Carolina driver's license.

REPORTS TO: HVAC Foreman

JOB GOAL: To perform the full range of duties associated with installation, maintenance, and repair of ventilation, air-conditioning, and environmental control systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules and procedures as required by Maintenance Operations.
2. Troubleshoots and repairs electrical control circuits using electrical test devices.
3. Replaces faulty thermostats, wiring, and controls.
4. Checks accuracy and calibrates electrical, pneumatic, and electronic control systems.
5. Overhauls small reciprocal compressors.
6. Cleans, lubricates, and services ventilation, air-conditioning, and environmental control equipment.
7. Sets ventilation, air-conditioning, and environmental control equipment into place.
8. Replaces air filters on an assigned schedule as directed by the HVAC Foreman or Director of Maintenance Operations.

9. Follows a predetermined schedule of preventative maintenance, makes recommendations regarding the HVAC equipment.
10. Forms metal sheeting into duct.
11. Connects and installs piping and duct.
12. Removes and replaces joints or lengths of pipe and duct in distribution systems.
13. Adjusts and balances distribution systems to achieve maximum energy efficiency.
14. Uses recycle and recovery equipment.
15. Responsible for completing all data where applicable for closing work orders daily.
16. Willing to be on-call in case of emergency.
17. Performs related duties and responsibilities as requested by Director or Foreman.

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 64

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:

- Demonstrates functional knowledge of ventilation and refrigeration theory.
- Demonstrates functional knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of ventilation, air-conditioning, and environmental control equipment.
- Demonstrates functional knowledge of the design and operation of reciprocal compressors.
- Demonstrates functional knowledge of electricity.
- Demonstrates functional knowledge of the design and operation of pneumatic control systems.
- Ability to diagnose equipment malfunction and prescribe repair procedures.
- Ability to follow specific written or verbal instructions.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.