

**Lead HVAC Mechanic**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Operations**  
**Depart:**     **Maintenance**

**TITLE:**                   **Lead HVAC Mechanic**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Five years of progressive experience in a commercial and/or industrial setting.
3. Five years of progressive 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 preferred.
4. Valid North Carolina H3 and H2 HVAC licenses preferred.
5. Environmental Protection Agency (CFC) certification.
6. Valid North Carolina driver's license required.

**REPORTS TO:**           HVAC Foreman

**JOB GOAL:**            To perform all levels of HVAC work; to install, modify or repair heating, ventilation and air conditioning systems; review the heating and cooling requirements in order to make recommendations to achieve optimum system effectiveness and efficiency. Act as Lead for HVAC Shop.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules and procedures as required by New Hanover County Schools and Maintenance Operations, along with state and federal regulations pertaining to schools and division issues.
2. Provide guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.
3. Assist with coordination of routine HVAC needs, setting priorities, and handling more complex assignments.
4. Research equipment and material needs and assist in the preparation of estimates, reports

and requisitions as needed.

5. Provide guidance and technical assistance to others. Give clear and concise instructions.
6. Serve in the absence of the Foreman.
7. Generate and complete assigned work orders and complete all data where applicable for closing work orders daily. Assist with entering/closing work orders for the Shop and processing requisitions.
8. Troubleshoot and repair complex chillers, boilers, four-pipe systems, and control problems.
9. Follow a predetermined schedule of preventative maintenance; make recommendations regarding the HVAC equipment; analyze HVAC system requirements; recommend new systems or modifications.
10. Read blueprints and diagrams.
11. Replace air filters on an assigned schedule as directed by the HVAC Foreman or Director of Maintenance Operations.
12. Set heating, air-conditioning, ventilation, and environmental control equipment into place.
13. Wire controls and other related electrical equipment.
14. Meet all schedules and deadlines in a timely fashion.
15. Willing to be on-call in case of emergency.
16. Perform related duties and responsibilities as requested by the Director of Maintenance Operations 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/FLSANon-Exempt

**Starting Salary and/or Grade:** Grade 71

**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:**

- Ability to understand and carry out broad verbal and written instructions.
- Demonstrate considerable functional knowledge and skill in the use of a variety of tools used in the performance of HVAC work.
- 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 analyze building heating and air-conditioning requirements and recommend systems or modifications, including boilers and four-pipe systems.
- Ability to read and work from plans, blueprints and sketches.
- Ability to maintain accurate records.
- Ability to plan and organize work.
- Demonstrate functional knowledge of the applicable building codes and specifications.
- Demonstrate functional knowledge of the safety precautions of the HVAC trade.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.