

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

Job Description

Class: Classified
Division: Operations
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 in commercial HVAC, including boilers and chillers is preferred.
3. Valid North Carolina Journeyman Technician Certificate preferred.
4. Environmental Protection Agency (CFC) certification required. Valid North Carolina driver's license required.

REPORTS TO: HVAC Foreman

JOB GOAL: To install, modify, or repair heating, ventilation, and air conditioning systems, and review the heating and cooling requirements 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 equipment.
11. Willing to be on-call in case of emergency.
12. Perform related duties and responsibilities as assigned by the Supervisor.

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.