



Richmond County Schools

Dr. Joe Ferrell, Superintendent
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Phone: 910-582-5860

POSITION:

HVAC MECHANIC I

REPORTS TO:

Maintenance Director

JOB DESCRIPTION:

The Richmond County Schools' HVAC Mechanic I, under the authority of the Director of Maintenance, is responsible for performing the full range of duties associated with installation, maintenance, repair of ventilation, air conditioning and environmental control systems.

QUALIFICATIONS:

- A high school diploma and two years' previous experience in the installation, maintenance, and repair of ventilation, air conditioning, and environmental control systems are required.
- Experience working on boilers is preferred.
- Technical school training for HVACR equipment and EPA certification preferred
- Qualified applicants will hold a state issued heating and/or air conditioning license or applicants must be willing to attend necessary training and take required exam to obtain a license.

ESSENTIAL JOB FUNCTIONS:

- Install, maintain, and repair heating, ventilation, air conditioning, and refrigeration systems
- Diagnose equipment malfunctions and determine appropriate repair procedures
- Perform routine inspections and preventive maintenance on HVAC systems
- Operate and troubleshoot building automation systems (BAS)

- Repair and replace defective components such as motors, compressors, and thermostats
- Interpret blueprints, schematics, and technical manuals to guide repairs
- Maintain accurate records of work performed and materials used
- Ensure systems comply with safety and environmental regulations
- Respond to work orders and emergency repair requests in a timely manner
- Use specialized tools and equipment for HVAC diagnostics and repairs
- Collaborate with other maintenance staff and school personnel as needed
- Maintain inventory of HVAC supplies and request replacements when necessary
- Follow all applicable codes, standards, and school district policies

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.