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

Job Description

Class: Classified
Division: Operations
Dept.: Maintenance Operations

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

QUALIFICATIONS:
1. High school degree or equivalent.
2. Entry-level experience in installation, maintenance, and repair of heating, ventilation, and air-conditioning systems. HVAC/R trade school experience is acceptable.
3. Type II or Universal Environmental Protection Agency (CFC) certification preferred
4. Valid North Carolina driver's license required.

REPORTS TO: HVAC Foreman

JOB GOAL: To complete preventative maintenance tasks, assess and document equipment operation, assist fellow technicians with complex repairs, and gain continual knowledge of HVAC/R repair, diagnosis, installation, and overall equipment design for the purpose of improved efficiency and technical advancement**.**

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. Perform preventative maintenance on a variety of HVAC systems including but not limited to rooftop equipment, chilled water air handlers, DX split systems, pumps, exhaust fans, gas furnaces, and similar equipment.

3. Demonstrate basic knowledge to make minor repairs to HVAC equipment.

4. Research new preventative maintenance products and procedures and assist the HVAC foreman with implementation.

5. Assist HVAC Technician II with physically demanding repairs, refrigerant recovery, and minor repairs.

6. Read blueprints, diagrams, and manuals.

7. Responsible for completing all data entry where applicable for closing work orders daily.
8. Follow a predetermined schedule of preventative maintenance; make recommendations to the HVAC foreman regarding necessary improvements and communicate equipment issues.
9. Demonstrate the ability to learn BMS control functions and operations.
10. Replace air filters on an assigned schedule as directed by the HVAC Foremen.
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 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:

- Demonstrate basic knowledge of heating, ventilation, and refrigeration theory.
- Demonstrate entry-level knowledge of the practices, methods, materials, and equipment used in the maintenance of HVAC equipment.
- Demonstrate elementary knowledge of electricity.
- Ability to follow broad written and verbal instructions.
- Ability to follow blueprints and diagrams.
- Ability to work independently and prioritize workday.
- Ability to analyze building heating and air-conditioning maintenance needs and formulate the necessary preventive maintenance plan.
- Demonstrate the ability to perform thorough preventative maintenance on a variety of HVAC equipment that includes pumps, AHUs and fan systems, DX cooling equipment, packaged systems, and heat pumps.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 50 pounds.
- Knowledge of proper procedures for handling and disposing of ozone depleting refrigerants in compliance with EPA regulations.
- Able to establish and maintain effective working relationships with supervisors, colleagues, contractors, and school staff.
- Demonstrate the ability to work independently and within a team environment.
- Exhibit entry-level knowledge of safety precautions relevant to the HVAC trade.